



Record Audio in MS PowerPoint (PC)

This tutorial will show you how to:

- Record audio in MS PowerPoint slide by slide

Step 1: Select the slide that you would like to add audio to

Step 2: Click on the “Insert” tab in the MS PowerPoint Ribbon at the top

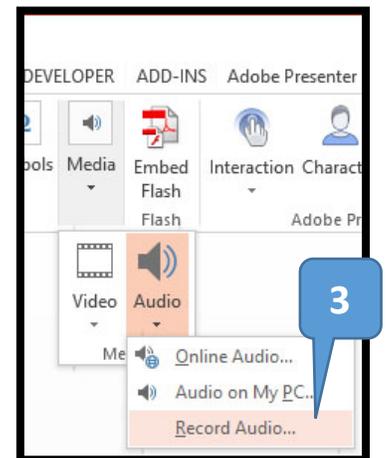


Step 3: In the “Insert” tab, click on **Media** → **Audio** → **Record Audio**

Step 4: Name your audio file, and use the **Record** and **Stop** buttons to record the audio. Click “OK” when you’re done. If you don’t like what you’ve recorded, click “Cancel”, and repeat Step 3.

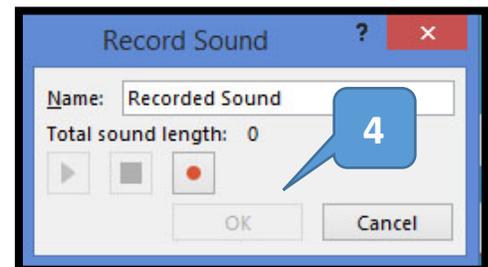
Note: It’s helpful to name your audio by slide #. You will be recording your audio slide by slide.

Step 5a: By default, PowerPoint puts the sound icon in the middle of the slide. Drag the sound icon to the side or the bottom of the slide so that it doesn’t interfere with the information on your slides.



Step 5b: To hear the audio that you’ve recorded, hover your mouse over the sound icon, and a playback menu will appear you can listen to the playback.

Note: To remove audio that you have recorded, click on the sound icon on your slide, and press “Backspace” or “Delete” on your keyboard.



If you have any questions, please email our office at kongk@ctahr.hawaii.edu. Last Updated 04/2014

