

CHAPTER 10 Enrichment Activity

Add Sound Effects to a Presentation

Like color and font choices, music can help set the tone of a presentation. Today, it is easy to find digital music as it is to find images for your presentation.

Like graphics, there are different types of popular music files from which to choose. Most digital music files require that the computer *samples* (records parts of the whole) the music that it records. Up to 44,000 times a second, the computer records the frequency, volume, and duration of sounds that it detects. When instructed to replay a recorded sound, the computer plays back the thousands of sound samples at such a fast rate that the sounds appear connected. In reality, though, the music is actually a collection of sound chunks. Midi files are different because they are actually instructions for the computer to follow so that it can “play” the music, much like a musician would read music to play a song. Each type of file has advantages and limitations, as described in the table below.

Name	Description	Advantage	Disadvantage
WAV <i>Pronounced</i> “wave”	A file that is an actual recording of an event. You can record your favorite band and save the file as a .wav, just as you could save a PhotoShop file as a .tif.	Captures actual sounds without compressing the data flow	Large file size
MIDI <i>Pronounced</i> “mih-dee”	A sound file where the information is stored as math. The computer then “reads” the music and plays it.	Small file size	Music tends to sound fake
MP3 <i>Pronounced</i> “em-pee-three”	A sound file that uses math tricks to preserve the sound recording and removes parts that make the file size larger.	Offers rich, recorded sound <i>and</i> manageable file sizes	Not compatible with pre-Office 2003 PowerPoint software

In this project, you will add music to your PowerPoint presentation and set the timing so that it plays appropriately throughout the presentation.

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Step-by-Step

1. Open your Chapter 10 PowerPoint presentation.
2. Click **Insert>Movies and Sounds>Sound from Clip Organizer**.
3. Search for *Music*. Change the **Results Should Be** window to **Sounds**.
4. Right-click a sound, and choose **Preview**. Click the **Play** button to preview the sound (Figure 10.1).
5. Left-click a sound to insert it into the presentation.

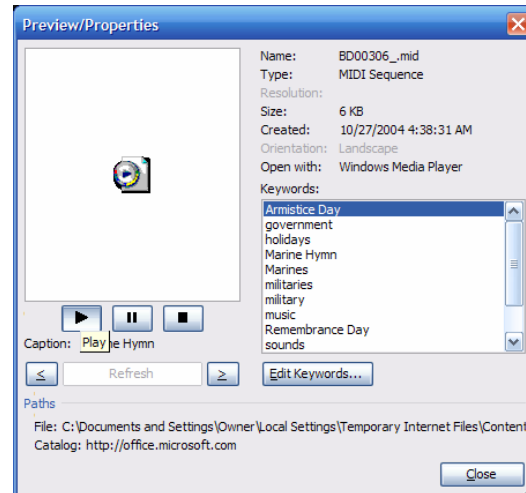


Figure 10.1 Preview clips by right-clicking and choosing Preview, and then press Play.

6. When PowerPoint asks when to play the music, choose **Automatic**. You will adjust this setting in a few minutes.
7. Reposition and resize the horn icon to a place on the slide where you can see it (Figure 10.2).
8. With the horn icon selected, click **Slide Show>Custom Animation**.

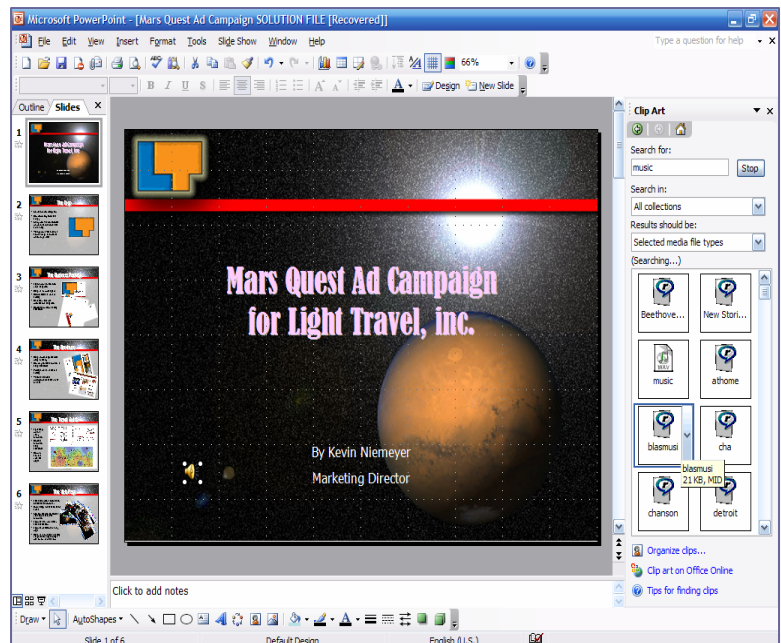


Figure 10.2 Notice the different file types and the small horn icon displayed on the screen.

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9. In the Custom Animation task pane, click the drop-down menu shown in Figure 10.3. Choose **Effect Options**.
10. In the Play Sound dialog box, choose the **Effect** tab. Under **Stop Playing**, click **After**. Key in a number greater than the number of slides you actually have. This will ensure that the song does not stop during the presentation.
11. In the **Play Sound** dialog box, click the **Timing** tab. Be sure that **Start** is set to **With Previous**. Change the **Repeat** setting to **Until the End of Slide**. Now, the song will play again if the presentation is still continuing.
12. Click the **Sound Settings** tab. Under *Display Options*, choose **Hide Sound Icon During Slide Show**.
13. Follow your teacher's instructions for saving your work and for delivering your presentation.

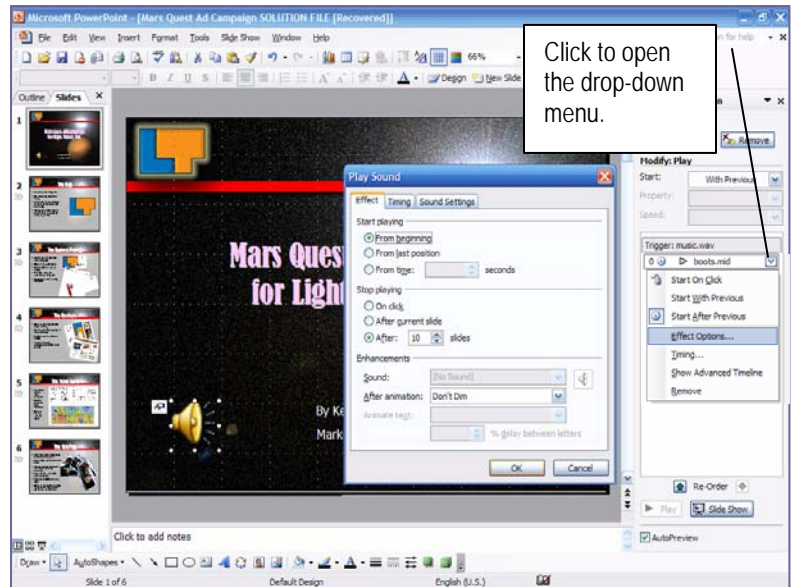


Figure 10.3 Click the drop-down menu in the task pane above to edit the animation options.