University Information
Technology Services

Microsoft Office: PowerPoint 2013

Audio, Video, and Presenting your Presentation

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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PowerPoint 2013

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Introduction

Adding audio and video to a PowerPoint presentation can be very useful. By adding audio and video to your presentation can become more appealing to your audience. Audio can be added to slides in the form of background music, sound effects, or recordings.

PowerPoint also allows you to insert a video onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience.

Once your slide show is complete, you'll need to present it. This booklet will teach you how to present your presentation and explain how to use the presentation tools.

In PowerPoint 2013, you can insert and playback many different file formats.

Supported audio file formats:

FILE FORMAT	EXTENSION
AIFF Audio file	.aiff
AU Audio file	.au
MIDI file	.mid or .midi
MP3 Audio file	.mp3
Advanced Audio Coding - MPEG-4 Audio file	.m4a, .mp4
Windows Audio file	.wav
Windows Media Audio file	.wma

Supported video file formats:

FILE FORMAT	EXTENSION
Windows Media file	.asf
Windows Video file (Some .avi files may require additional codecs)	.avi
MP4 Video file	.mp4, .m4v, .mov
Movie file	.mpg or .mpeg
Adobe Flash Media	.swf
Windows Media Video file	.wmv

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