9. INSERTING SOUND AND VIEO

 INTO A PRESETATION

We shall now learn how sound and motion clips can be inserted into slides to make presentations more effective and attractive.

 Inserting sound

 To insert sound into a slide:

1. Display the slide to which you want to add the sound.
2. Select ‘Insert Menu’ >‘Movies and sounds’ option.
3. You can choose the sound source and insert the sound in any one of the following: