

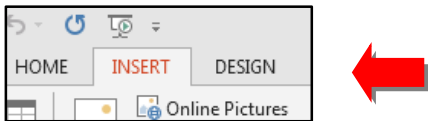
Adding Audio

PowerPoint 2016 allows you to add audio files to your presentations.

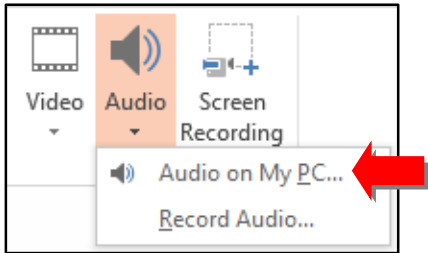
Note: Make sure you have the audio file saved in a location that is easy to find.

Adding Audio

1. Go to the slide where you want to add the audio.
2. Select the **Insert** tab.



3. Select **Audio** then **Audio on my PC**.



4. Locate your audio file and select **OK**.
5. A speaker icon will appear on your slide.



6. To adjust the settings use the **Audio Tools** tabs (**Format** and **Playback**) that appear when the speaker icon is selected.

