

Audio Editing in PowerPoint 2010

By Geek Tips

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Insert Audio to PowerPoint

Office Ribbon
Insert > Media
Video or Audio

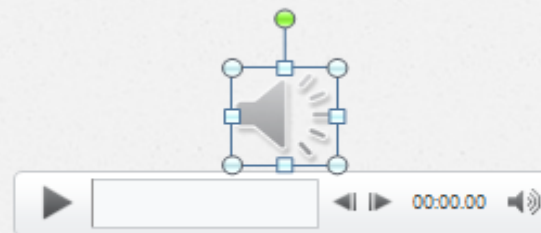


Audio Playback

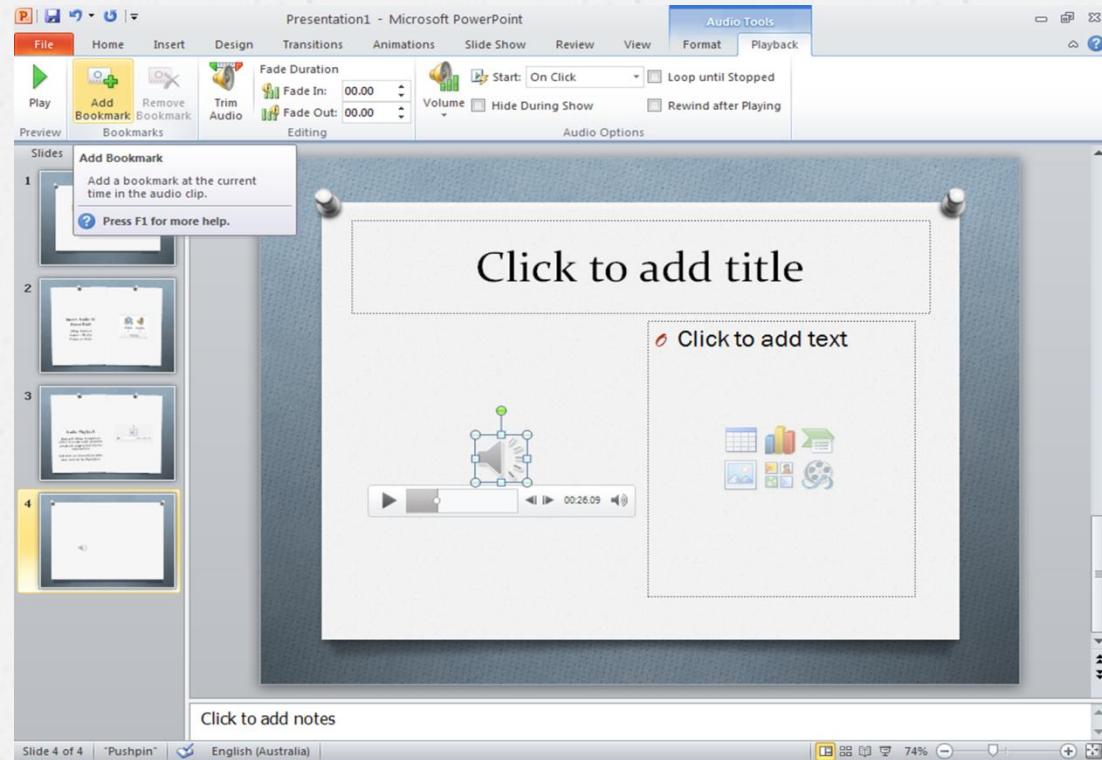
Microsoft Office PowerPoint 2010 has new audio and video playback players built into the application.

Just click on the audio or video icon and hit the Play button

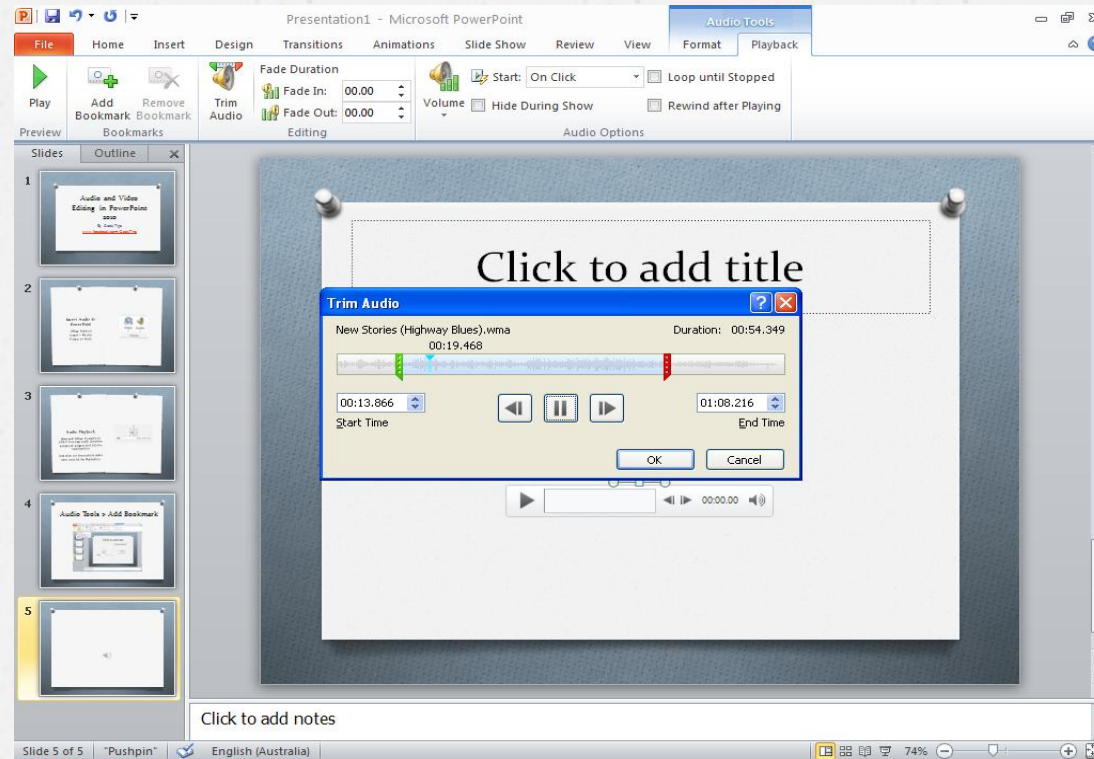
Audio and Video Editing in PowerPoint 2010



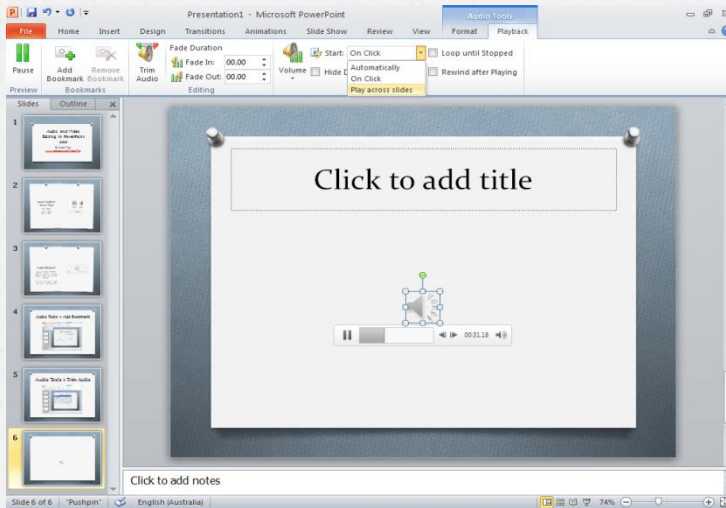
Audio Tools > Add Bookmark



Audio Tools > Trim Audio



Audio Tools > Audio Options



- Volume
- Play: Automatically, on Click, Across Slides
- Fades
- Loop/Rewind
- Show/Hide Icon

Video Editing in PowerPoint 2010

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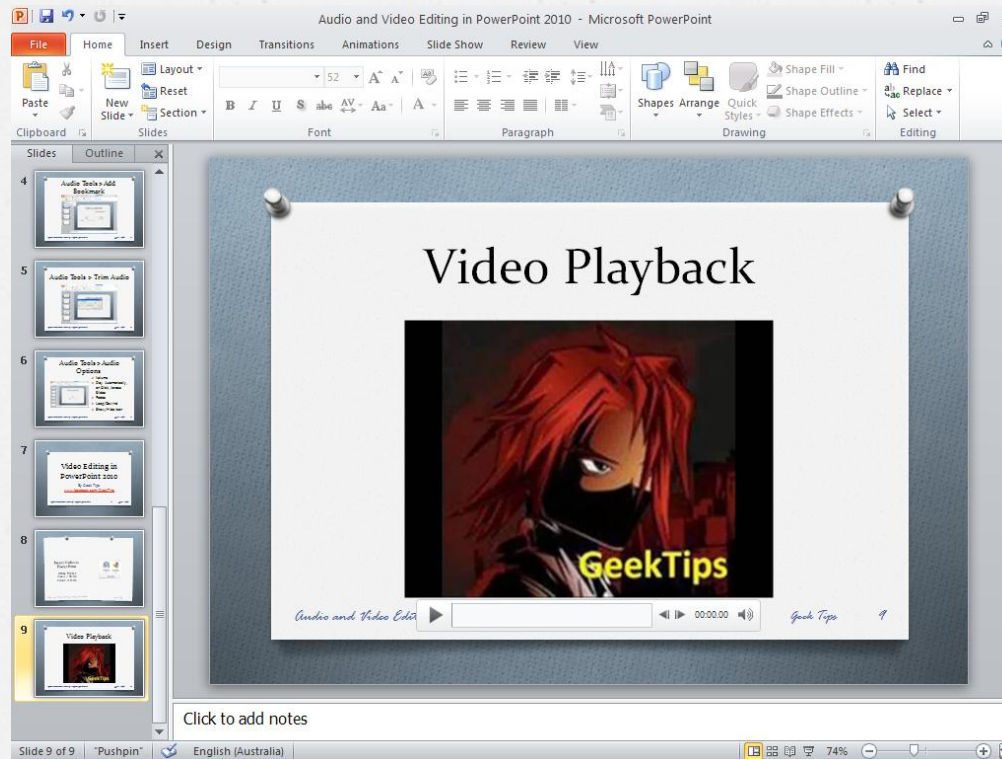
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Insert Video to PowerPoint

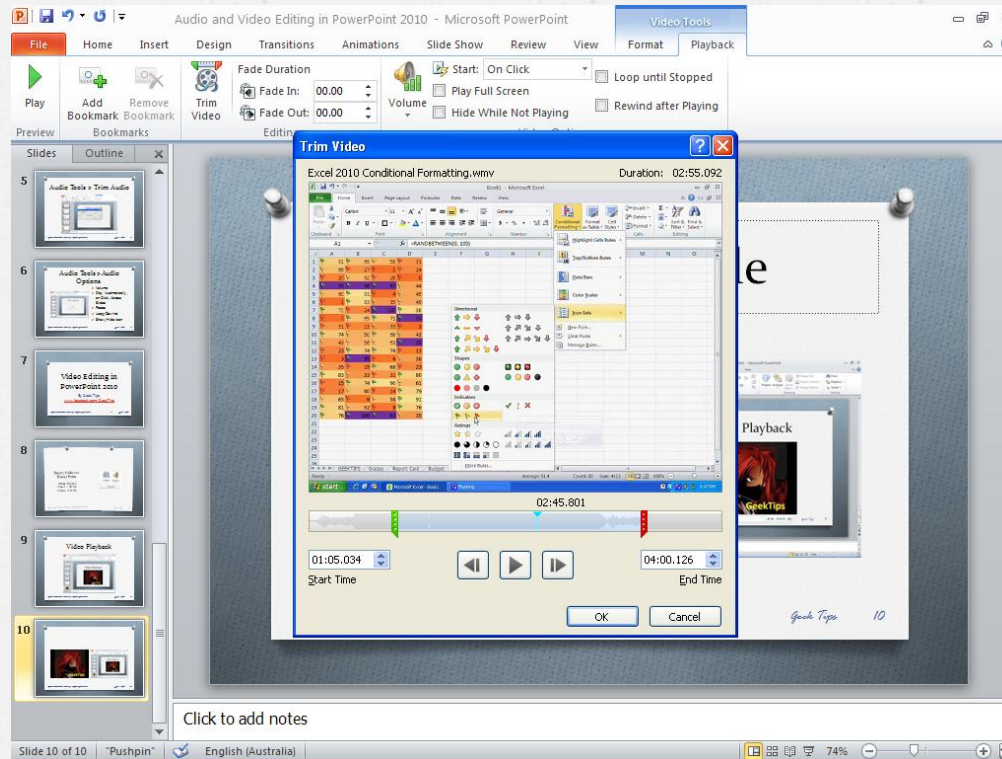
Office Ribbon
Insert > Media
Video or Audio



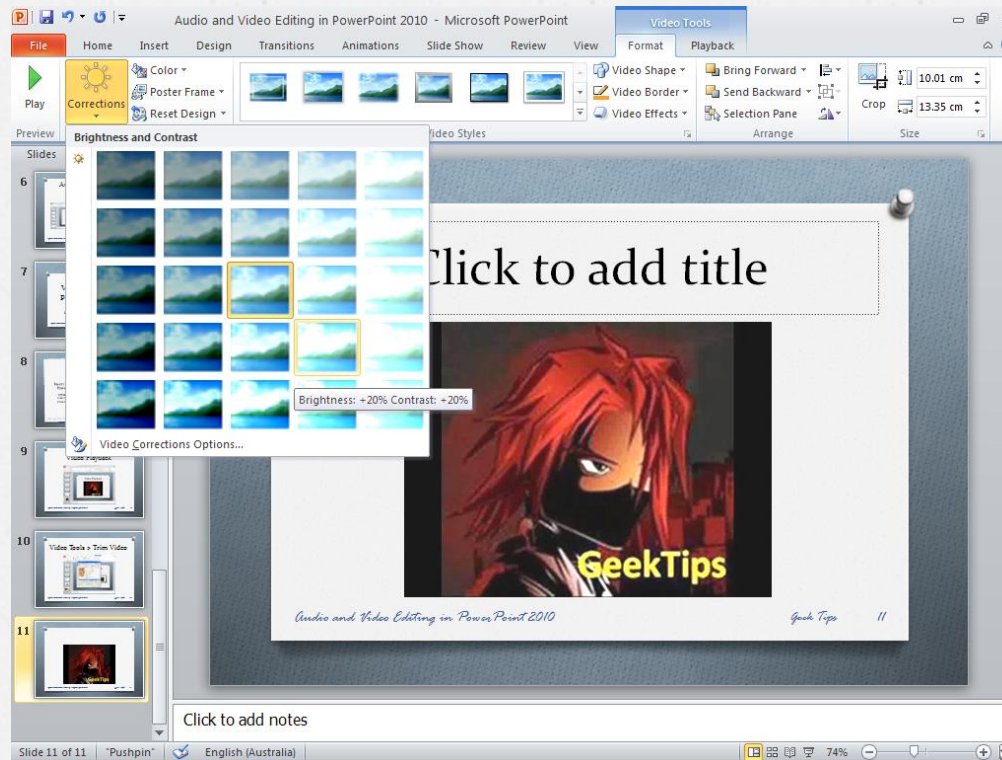
Video Playback



Video Tools > Trim Video



Video Tools > Corrections



Video Tools > Video Styles

