

Microsoft PowerPoint 2013: Adding Media

Modality: On Demand

Duration: 30 Min

About the course:

In this online training program, students will explore the techniques to trim an audio and video file, while you examine the video and audio tools contextual tabs.

Course Objectives:

- How to insert audio files as an icon
- How to use media controls
- How to use preview properties option
- Trim an audio and video clip
- How to use audio tools contextual tab
- How to add a CD audio track to a slide
- How to assign audio to an object
- How to insert video from a file or a Website
- How to embed video into a slide
- Understanding to use media controls, video tools contextual tab, and poster frame tool

Audience:

Anyone who want to enhance his/her skills on MS PowerPoint

Prerequisites:

This online training program required no prerequisites

Course Outline:

Getting Started

- What you'll learn in this training

Adding Audio

- Inserting an audio file as an icon
- Using the preview properties option
- Using the media controls
- Using the audio tools contextual tab
- Trimming a video or audio clip
- Assigning audio to an object
- Adding a CD audio track to a slide

Adding Video

- Embedding a video into a slide
- Inserting video from file
- Using the media controls
- Inserting video from a Web site
- Using the video tools contextual tab
- Using the poster frame tool