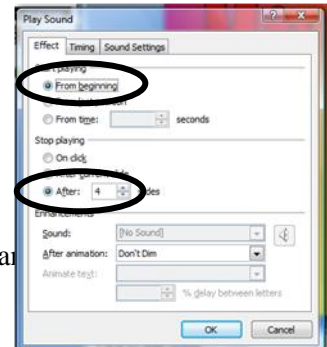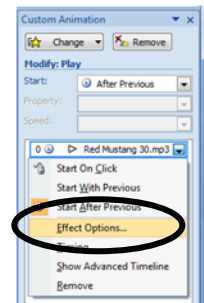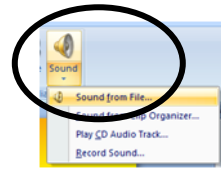# PowerPoint Basics
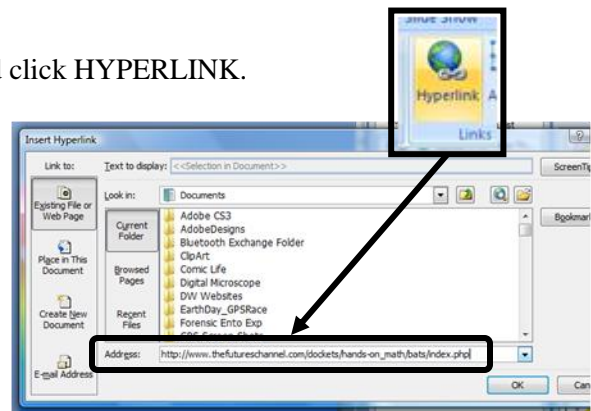
Lesson 3: Music, Hyperlinks, & Printing Options

3A. Adding Music

1 – Click on your first slide (or title slide) in the left-hand part of the screen.

2 – Click the INSERT tab at the top and then choose SOUNDS → SOUND FROM FILE.

3 – Find your MY PROJECT folder on the server and click on the name of your song.

4 – Click OK to insert the song and choose AUTOMATICALLY when asked.

5 – Click the ANIMATIONS tab and choose CUSTOM ANIMATION. Make sure you have clicked on the sound object to select it.

6 – Click on the down arrow and choose EFFECT OPTIONS.

7 - Choose FROM BEGINNING in the first section.

8 - In the STOP PLAYING section, set it to stop playing after the # of slides you have in your presentation.

9 - Click the SOUND SETTINGS tab and choose HIDE SOUND ICON DURING SLIDE SHOW.

10 – Click OK when finished. Click the VIEW SHOW button to preview your song and make sure it works.

3B. Adding Links

1 – Copy the URL for the website you'd like to include in your presentation. You can also create a link to a specific page with a movie or picture.

2 – Insert a clip art image to use for your link, such as a movie reel or camera. You can also click-and-drag to select text on a slide to use for a link.

3 – Click on the clip art image, click the INSERT tab, and click HYPERLINK.

4 – Paste the URL into the ADDRESS box and click OK.

5 - When you are viewing your show, you can click on the linked object or text to open the page in a web browser.

💾 Don't forget ... Save your work often!

3C. Printing Your Presentation

1 – Click the OFFICE button and choose PRINT.

2 – Choose the correct printer by pulling down the menu at the top.

3 - Choose HANDOUTS in the PRINT WHAT menu.

4 – Choose "6" for SLIDES PER PAGE.

5 - Click OK to print your presentation.