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1. Multimedia is also called rich media.
2. In PowerPoint, video is called movies; and audio is called sound.
3. Types of Multimedia can enhance presentation: **Sounds**, **Movies**, and **Animated GIFs**.
4. Most users familiar with **MP3** or **WAV** sound files, but PowerPoint support several additional types of sound files.
5. Movies are also called video. This can include home movies from your camcorder or downloaded movies from the Internet. (Note: PowerPoint doesn't let you create the movie itself. You need to create your **MPG** or **AVI** movie file in advance.)
6. Animated GIFs are simple animated clip art images.
7. Most multimedia files exists as separate files outside your presentation that are linked to your presentation. (Note: If a linked multimedia file is moved or renamed, it will not play during the presentation.)
8. It's recommended you store the presentation and all linked media files in the same folder, and don't change the name of the multimedia files after they have been linked.

PowerPoint does permit some types and sizes of sound files to be embedded in the presentation!

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9. You may decided to keep your files organized in subfolders rather than having all of your files at the same level within a single folder. This makes it easier to find and launch your presentation. (Refer to textbook, pp. 187-189 for "how to create a folder with Win XP and Win Vista).

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10. To add a sound file to a presentation, it must be a type supported by PowerPoint. The following table lists the file types you can insert into a presentation.

QUICK REFERENCE: USING SUPPORTED SOUND FILE TYPES		
File Type	Acronym	Filename Extension
Audio Interchange File Format	AIFF	.aiff
UNIX Audio	AU	.au
Musical Instrument Digital Interface	MIDI	.mid, .midi
MPEG Audio Layer 3	MP3	.mp3
Waveform	WAV	.wav
Windows Media Audio	WMA	.wma