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1. Adding a sound to a slide places a small speaker icon on the slide. This icon can be hidden from view during a slide show, or can function as a start/stop button for the sound.
2. When you insert a sound, PowerPoint lets you choose from three settings for playing sound:
 - **Automatically:** This setting starts playing the sound automatically when the slide loads. Navigating to the next slide automatically stops the sound.
 - **When Clicked:** This setting starts playing the sound only when you click the speaker icon. Navigating to the next slide automatically stops the sound.
 - **Play Across Slides:** This setting starts playing the sound automatically and it continues playing as you navigate to subsequent slides.

QUICK REFERENCE: ADDING SOUND TO A PRESENTATION	
Task	Procedure
Add a sound from the Clip Art panel	<ul style="list-style-type: none">■ Choose Insert→Illustrations→Clip Art from the Ribbon to open the Clip Art panel.■ Type your search term and select the Sounds option in the Results Should Be menu.■ Click the arrow to the right of a clip's icon and select Preview/Properties to preview the sound before adding it to your slide, and then click Close.■ Click the clip's icon to insert it on your slide.■ Choose how you want the sound to play.
Add sound from an external file	<ul style="list-style-type: none">■ Choose Insert→Media Clips→Sound from the Ribbon, or click the Insert Media Clip icon on the slide.■ Browse to a supported sound file, select it, and click OK.■ Choose how you want the sound to play.

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3. Copying music from a CD into a digital music file on your computer is referred to as ripping and can be accomplished with software such as Windows Media Player or the free Audiograbber (<http://www.audiograbber.com-us.net>)

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4. Sounds from the ClipArt panel are usually in WMA or WAV format.
5. If the files are only a few kilobytes in size, it doesn't matter whether you use WAV or MP3. However, MP3 files are compressed, whereas WAV files are not. Although WAV files may sound a little better to the trained ear, an MP3 of the same sound will be about one-tenth of the file size.
6. The WMA format is an alternative to MP3 with comparable compression and quality, but not all music player software and hardware support the WMA format.
7. MIDI files don't contain sound information like WAV or MP3 files. They simply provide instructions to the computer to reproduce the sounds of musical instruments.