Steps on How to Add audio to PowerPoint...

- 1. Open your PowerPoint
- 2. Select the slide for the audio clip
- 3. Click the Insert Tab
- 4. Click the Audio down arrow on the Ribbon
- 5.Select Audio on My PC
- 6.Select the Downloads folder
- 7. Select the correct MP3 audio
- 8. Click on Insert

The Audio Clip will insert using a default icon

(speaker)

