

How to Add Music from an Audio CD to PowerPoint

1. First, create your slide show presentation in Microsoft PowerPoint.
2. Select the music CD that you would like to use during your presentation. Decide which song or songs you would like to use during your slide show.
3. Insert the CD into your CD-ROM drive. If the CD starts playing automatically, stop the song, and then close the player program. Be sure to keep the CD in the drive.
4. In PowerPoint edit mode, go to the slide on which you want the music to start playing. Select the **Insert** pulldown menu, point to **Movies and Sounds**, and then select **Play CD Audio Track**.



*Notice that the total number of tracks appears in the **End Track** box, as well as the total playing time.*

5. Select the tracks that you would like to begin with and end with. Then set the beginning and end times. For example, if you want to play just Track 1 from the beginning for 30 seconds, select Track 1 under **Start Track** and Track 1 under **End Track**. Leave the start time at 00:00, but set the end time to 00:30. When you're finished, click **OK**.
6. When you are prompted, select either **Yes** to play the music automatically during the slide show, or **No** to manually start the music during the slide show.
7. An icon representing the music appears on the slide. You can drag it anywhere on the slide and make it as large or small as you like.
8. Try out the music by viewing the slide show. Make sure you keep the CD in the drive; otherwise PowerPoint can't play the track that you selected.