Record audio

1. Select **Insert** > **Audio**.
2. Select **Record Audio**.
3. Type in a name for your audio file, select **Record**, and then speak.

**Important:** Your device must have a microphone enabled in order to record audio.

1. To review your recording, select **Stop** and then select **Play**.
2. Select **Record** to re-record your clip, or select **OK** if you’re satisfied.
3. To move your clip, select and drag the audio icon to where you want it on the slide.

**Note:** If you’re using more than one audio file per slide, it’s advisable to put the audio icon in the same spot on a slide to find it easily.

1. Select **Play**.

Change playback options

Select the audio icon and then select the **Audio Tools Playback** tab. Then select which options you'd like to use:

* To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
* To fade in or fade out audio, change the number in the **Fade Duration** boxes.
* To adjust volume, select **Volume** and select the setting you prefer.
* To choose how the audio file starts, select the dropdown arrow and select an option:
  + **In Click Sequence** – Plays the audio file automatically with a click.
  + **Automatically** – Plays automatically once you advance to the slide that the audio file is on.
  + **When Clicked On** – Plays audio only when the icon is clicked on.
* To choose how the audio plays in your presentation, select an option:
  + **Play Across Slides** – Plays one audio file across all slides.
  + **Loop until Stopped** – Plays an audio file on loop until it’s stopped manually by clicking the **Play/Pause** button.
* To have the audio play continuously across all slides in the background, select **Play in Background**.

Delete audio

* To delete audio, select the audio icon on the slide and press Delete.

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Re-cap

On the day of presentation:

1. Your group will begin with their 1 minute skit or game (also known as a “hook” to catch everyone’s attention). This is done LIVE (not part of the pre-recorded PowerPoint).
2. Next, your group will click play/ open on your file. Your PowerPoint will automatically run with pre-recorded audio (from start to finish). This portion of your presentation will not exceed 4 minutes. Everyone should have recorded at least 1 slide in their own voice.
3. Finally, you will show your group’s model (that you built) LIVE and/or conduct your LIVE science demo to support the science you are trying to explain to the class (not to exceed 1-2 minutes)

Total time = 5-7 minutes for everything