

Add a Video into a PowerPoint Slide

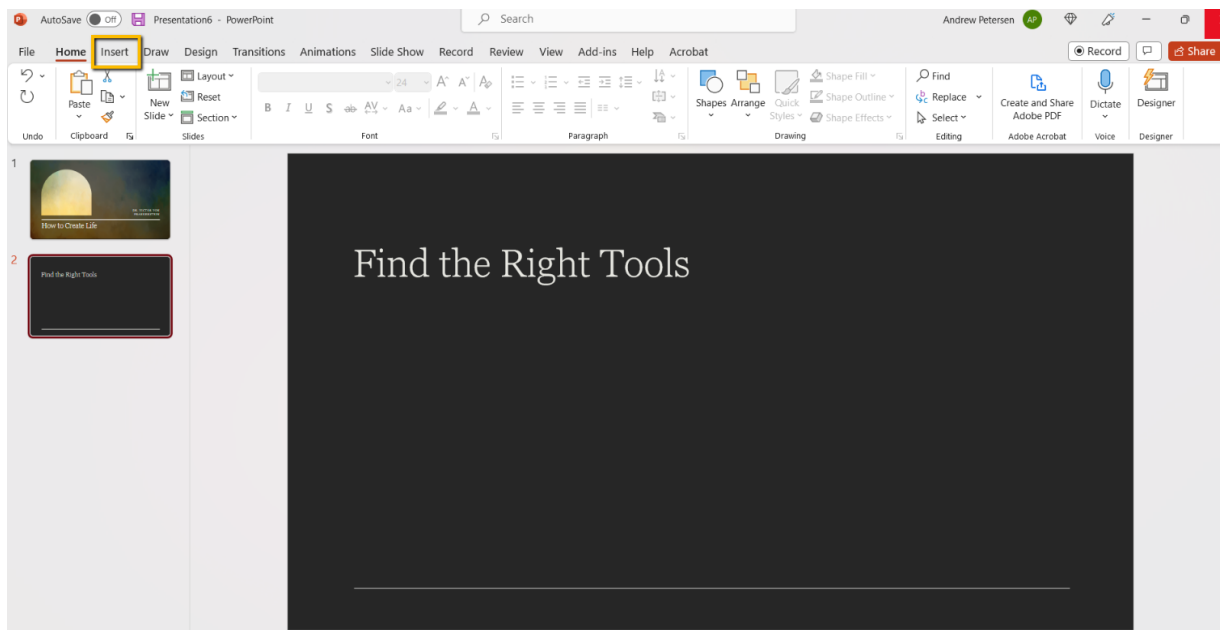
Summary: A step-by-step guide for inserting a video into a PowerPoint slide and ensuring the video will play in a presentation.

Chapters

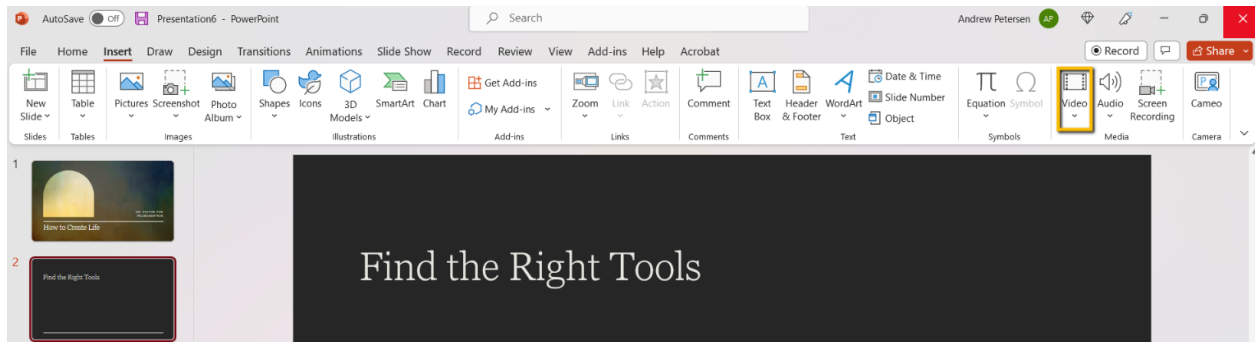
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Insert Video

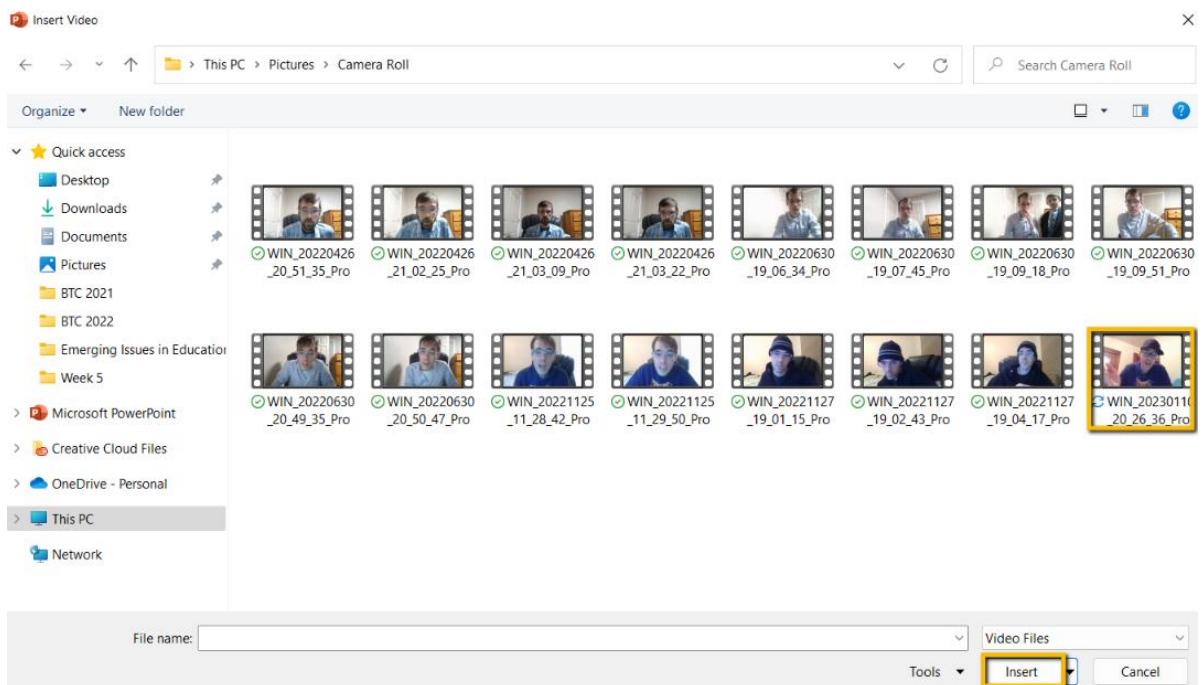
1. Click on the slide where you want to show the video.
2. Click the **Insert** tab.



3. Click the **Video** drop-down menu from the **Media** section.

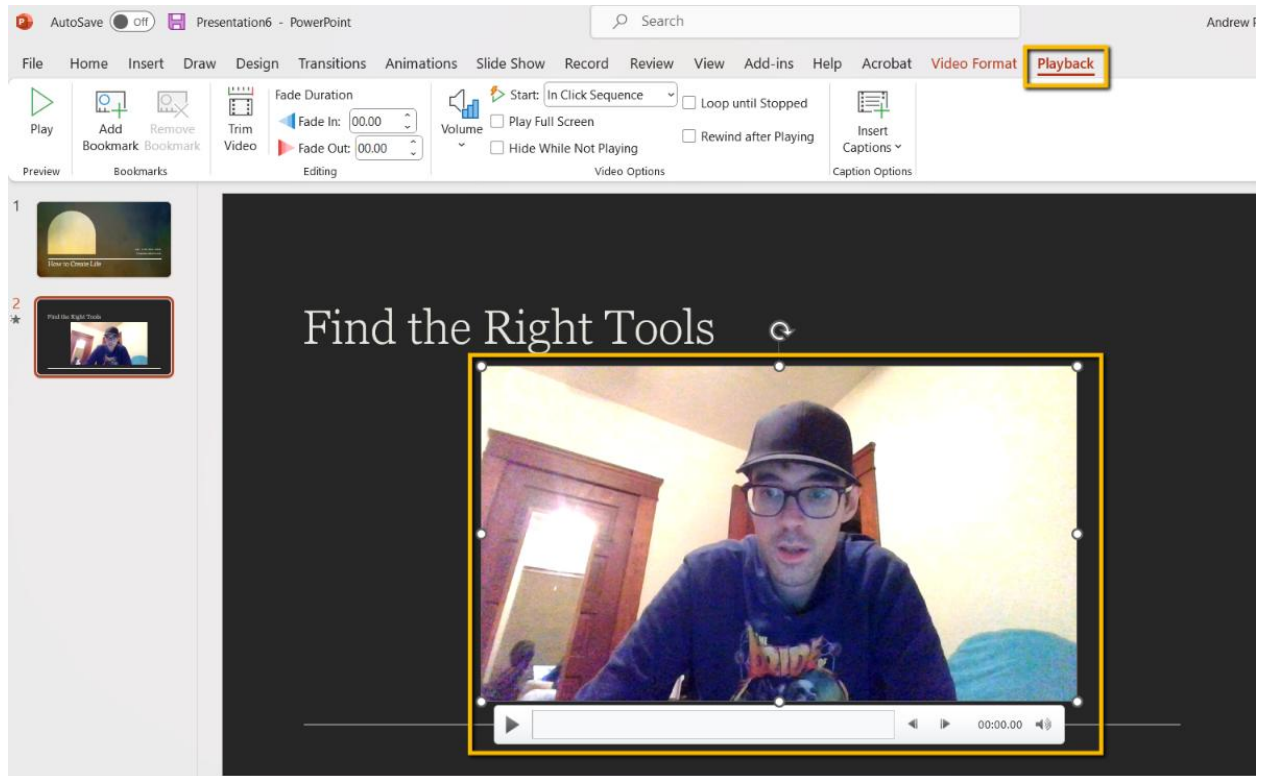


4. Navigate to the location where you saved the video, select the video file you want to use and click **Insert**.

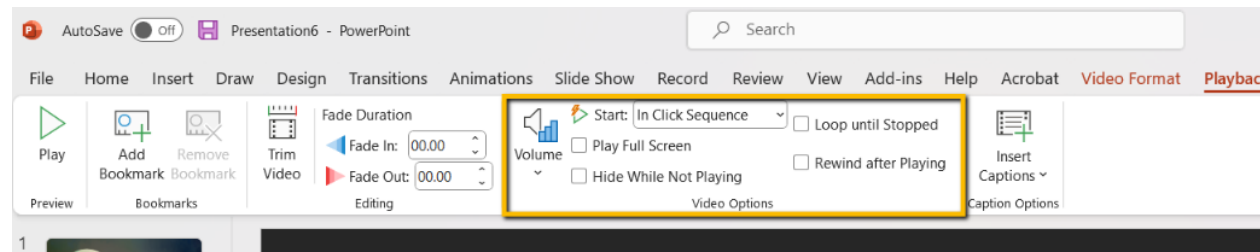


Set Video Options

5. Click the video on the slide and click the **Playback** tab that appears.



6. In the **Video Options** section, select desired video options.
 - a. Click the drop-down in the Start menu and select how you want the video start playing on the slide (Automatically, When Clicked, or In Click Sequence)
 - b. Change the Audio volume of the video from the Volume menu
 - c. Check the applicable video option checkboxes



7. From the Editing section, click Fade In and Fade Out arrows to set desired video entrance and exit.
8. Click Trim Video to edit the video from within the PowerPoint slide.

