How to insert audio in Power Point presentation

1. Create a file to hold your PowerPoint presentation and your saved mp3 files
2. Find a song you want on YouTube and convert it to an mp3 file on another site.
3. Save the mp3 file in the same folder as your PowerPoint presentation
4. In your power point presentation click insert on the slide you wish to have the song start.
5. Once you have inserted the music click on animation on that slide, click on animation pane, click on effect options and choose Stop playing after \_\_ slides ( you decide how many slides you want that song to play for).
6. You can also choose triggers and animate as part of click sequence so the song doesn’t begin until you click.