Q6.Ading music and sound to the presentation:-
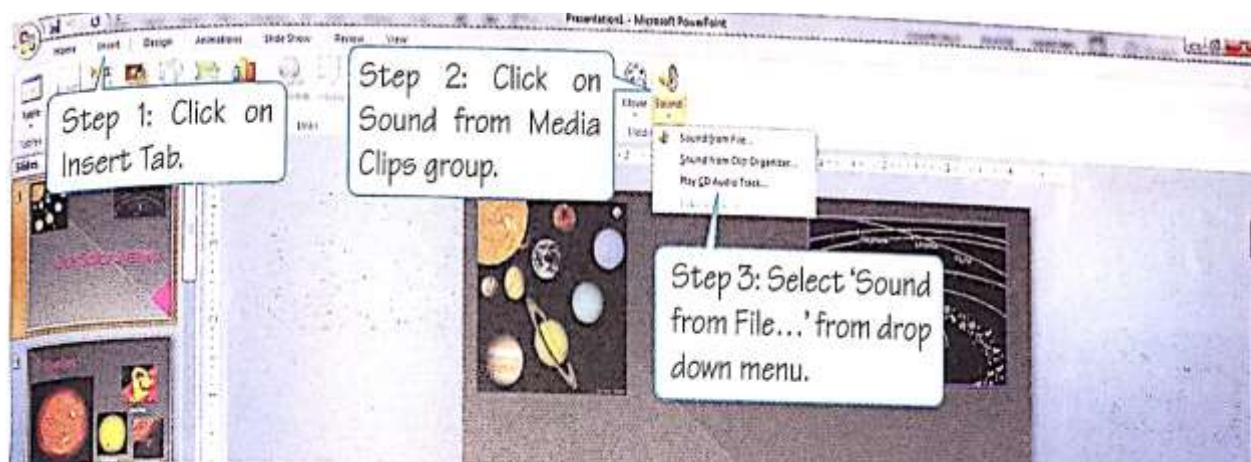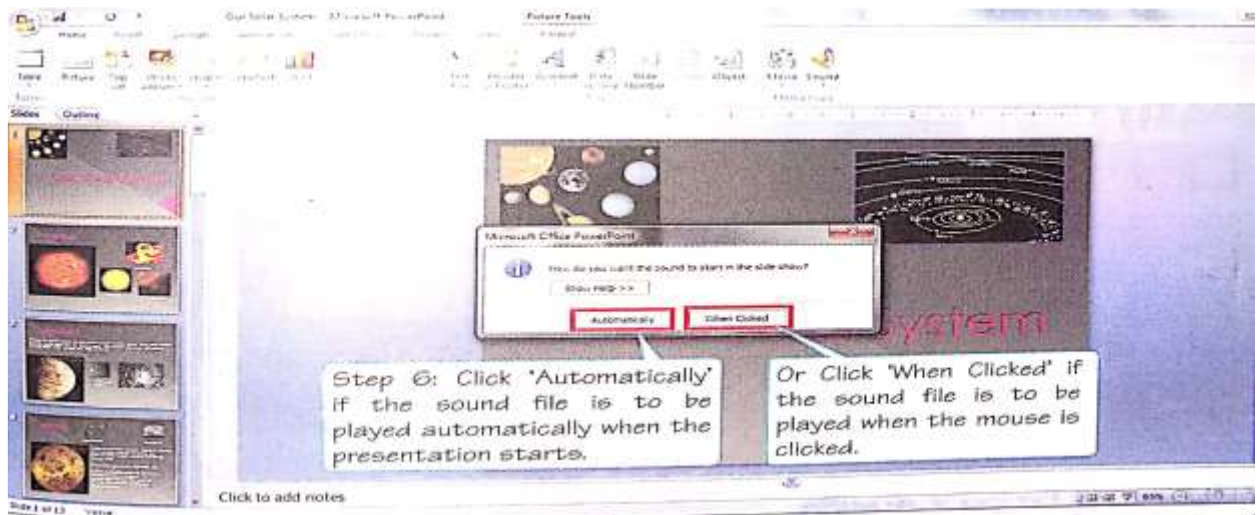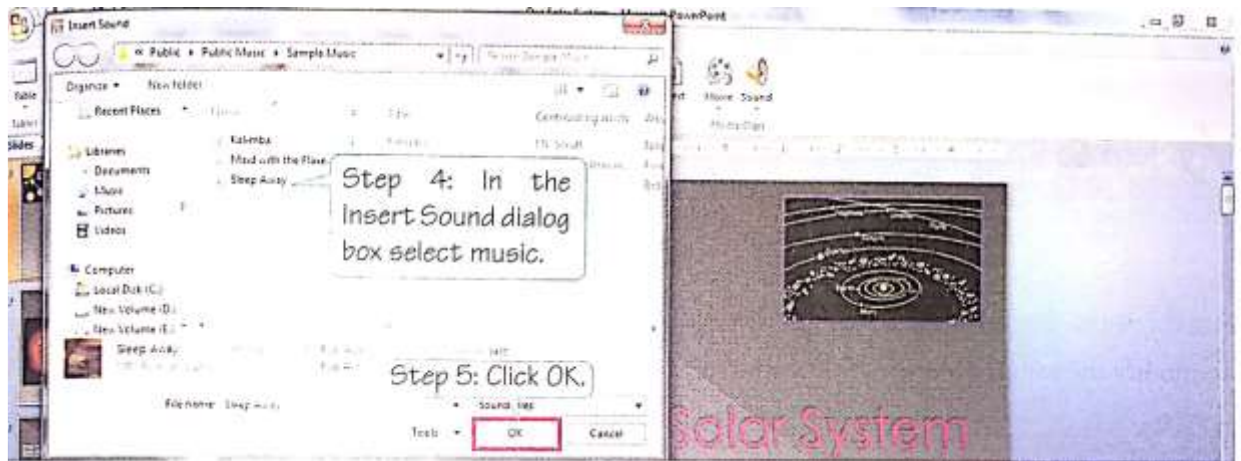
Adding Multimedia effect such as sound to the presentation can be a great way to catch and focus the attention of the audience. PowerPoint provides some sound clips in Microsoft Clip Organizer that are free to use. We can also use clips from other sources, such as the Internet, a CD, or we can even record our own sound.

To add music and sounds to presentation we follow the steps:

1.click on insert tab.

2.click on sounds from media clip group.

3.select sound from file from drop down menu.

4.In the insert sound dialog box select music.

5.click ok.

6. click "Automatically" if the sound file is to be played automatically when the presentation starts.   or

Click "when clicked" if the sound file is to be played when the mouse is clicked.

7.The sound file icon appears on the slide.

Step 4: In the Insert Sound dialog box select music.

Step 5: Click OK.

Step 6: Click 'Automatically' if the sound file is to be played automatically when the presentation starts.

Or Click 'When Clicked' if the sound file is to be played when the mouse is clicked.

The Sound file icon appears on the slide.

Q7.Modify the sound object:-

To modify the sound we follow the following steps

1.Select the sound file icon.

2.Click on Animations Tab.

3.Click on custom Animation in Animation groups.

4.Click the down arrow next to the highlighted sound file in the custom Animation panel.

5.Select Effect options in the drop down menu.

6.Set options for start playing,stop playing an Enhancements.

7.Click ok.