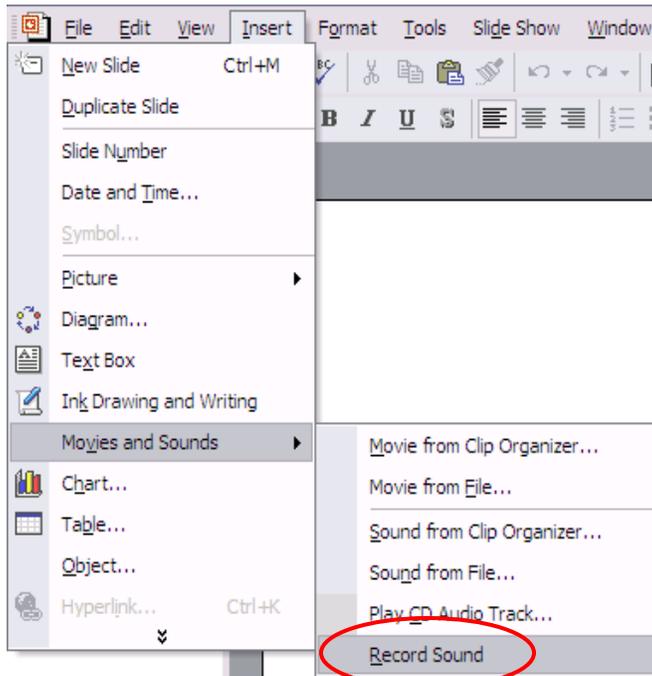


Adding Recorded Speech to a PowerPoint Game

1. With PowerPoint open, connect a microphone to the computer if it does not have one built in.
2. Select the slide you wish to add a recording to.
3. Click **Insert > Movies and Sounds > Record Sound**.



4. A recording box will pop up.
5. Give the Sound a name by typing it into the name box.
6. Click the **Red Circle** to begin recording.
7. Click the **Rectangle** to stop recording.
8. Click the **Play** button  to listen to what you recorded.
9. If it is okay click **OK**.
It will then be placed on the slide.
10. If it is not okay click **Cancel** and begin again. If you do not click cancel it will add on to the previous recording.

