

Class- VI

Subject- Computers

Ch- 5

Topic- "Presentation- Visual Effects"

Teacher- Rupinder Kaur

Good Morning Students,
Students, this lesson is of class - VI, for the subject of Computers. Topic is 'Inserting Sound Clips and Inserting Video Clips', which is covered in CH-5

So, I hope all the students are ready for today's lesson. The name of the topic is 'Inserting Sound Clips'. Students, in our previous assignment we discussed about the Animation Effects and Transition Effects that are used in Microsoft Powerpoint, to make our presentation more attractive, effective and professional. Similarly we use to insert sound clips in our powerpoint presentation as music or sound effects can add a completely new dimension to any presentation. Just as in a radio or television voice over, it can catch the attention of the audience and shine light on an important line or slide that you want emphasised. When you combine sound and visual elements, the impact is more powerful and the medium becomes more effective.

So children you can add sound in the form of background music or special effects to give importance to specific content. Sound files can be added from the files stored on your computer or you can even record your own sound.

So, children let us discuss the points or steps for adding sound from a file.

1. Select the slide on which you want to add sound.
2. Select the **Insert** tab and click on the **Audio** drop-down arrow in the **Media** group.
3. Choose the **Audio from File** option from the menu. as shown in figure 5.3 on page no. 46.
4. A box will appear named as **Insert Audio** as shown in figure 5.4 on page no. 47.
5. Select the required file on your computer and click on the **Insert** button.
6. Your selected audio file will be added to the slide.
7. A small speaker icon will appear on the slide.
8. To play sound, click on the Audio icon. The Play or Pause tab appears right below the speaker icon.

Students, I will give you three minutes break now. Pause the audio and after break of three minutes start the audio. Children during this break, you will record three to four lines on your Mother in the inbuilt recorder of your mobile phone.

Children, Welcome back. I hope recording your own voice and then listening to it was a good experience for you all. Now let us start with our next topic Inserting your own sound. Students as you have recorded your voice in your mobile phone similarly

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you have to record your own sound or voice in your computer. While recording your sound, it is essential to connect a microphone with your computer. Follow the given steps to **Insert Your Own Sound** in your powerpoint slide.

1. Select the slide where you want to insert or add the recorded sound.
2. Click on the **Audio** drop down arrow in the **Media** group on the **Insert** tab
3. Choose the **Record Audio** option from the drop-down menu.
4. A box will appear on your screen named as the **Record Sound** as shown in figure 5.5 on page no. 47.
5. Click on the **Record** button to start, the recording. Click on the **Stop** button once you finished the recording. **Play** button can be used to listen to your recorded sound.
6. When you are done with your recording, click OK.
7. The audio file will get inserted in the slide.

So children, by using these steps you can insert or add sound files in your powerpoint slide.

Now, let us start with our next topic '**Inserting Video Clips**'. Students video is an electronic representation of moving visual images and video clips are short clips of movie or video, usually

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part of longer recording. Video clips add liveliness to the presentation. You can add video onto a slide and play it during your presentation. For inserting video clips follow the given steps

1. Select the slide in which you want to add video.
2. Select the **Insert** tab. Click on the **Video** drop-down arrow in the **Media** group and select the **Video from File** option.
3. The **Insert Video** dialog box will appear on the screen of your computer.
4. Select the desired video file and click on the **Insert** option.
5. Your video clip will be inserted in your slide.
6. Click on the **Play** button below the video clip. The video will start playing.

Students, I am ending the topic here. All the children may now please read the page no. 46 and 47 of the text book and observe all the given figures carefully.