

PowerPoint 2016

Inserting Videos

Introduction

PowerPoint allows you to **insert a video** onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience.

You can even **edit** the video within PowerPoint and customize its appearance. For example, you can **trim** the video's length, add a **fade in**, and much more.

Optional: Download our [practice presentation](#).

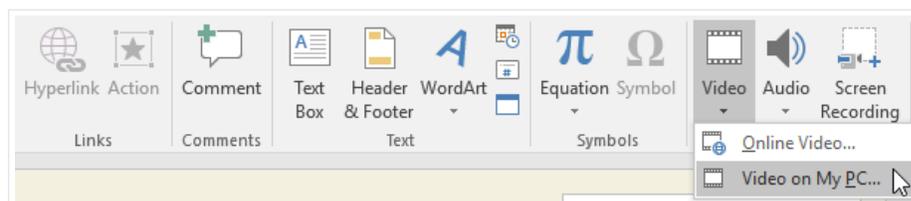
Watch the video below to learn more about inserting videos in PowerPoint.

*Video removed from printing pages

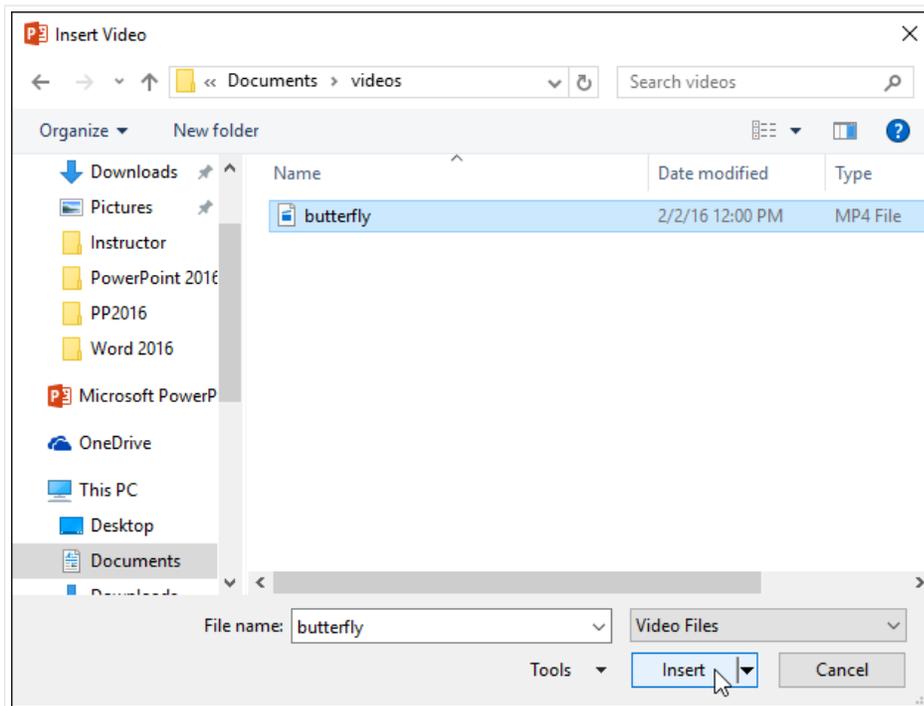
To insert a video from a file:

In our example, we'll **insert a video from a file** saved locally on our computer. If you'd like to work along with our example, right-click this [link to our example video](#) and save it to your computer.

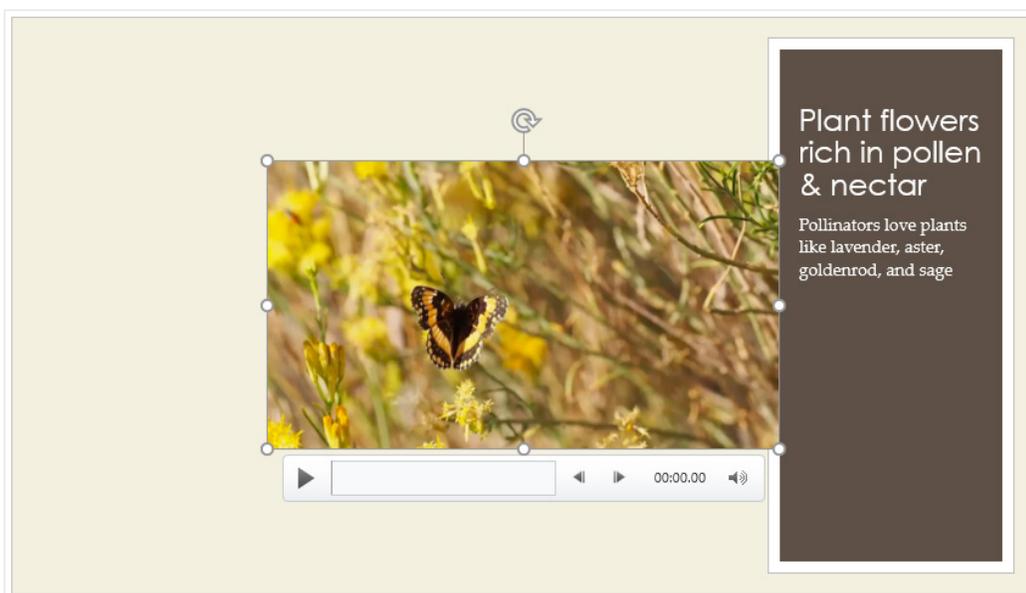
- 1 From the **Insert** tab, click the **Video** drop-down arrow, then select **Video on My PC**.



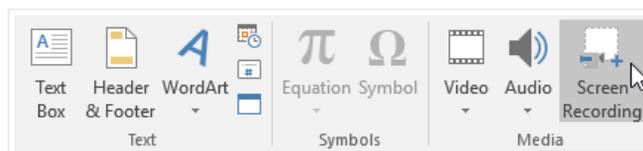
- 2 Locate and select the desired video file, then click **Insert**.



- 3 The video will be added to the slide.

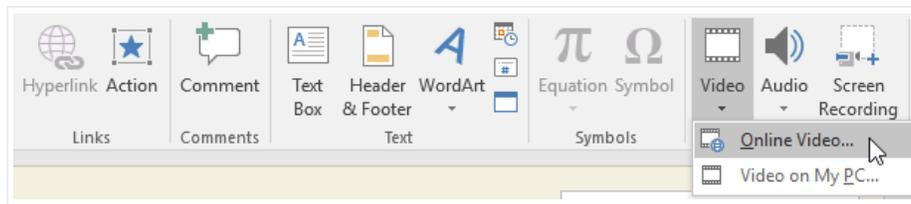


With the Screen Recording feature on the Insert tab, you can create a video of anything you are doing on your computer and insert it into a slide.



To insert an online video:

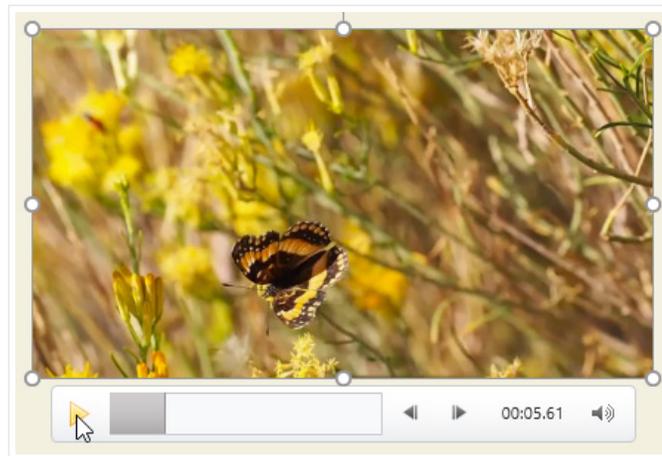
Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.



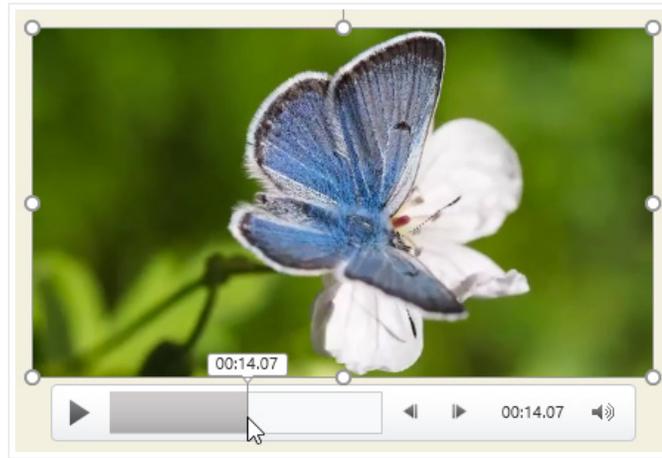
Working with videos

To preview a video:

- 1 Click a video to select it.
- 2 Click the **Play/Pause** button below the video. The video will begin playing, and the **timeline** next to the Play/Pause button will advance.

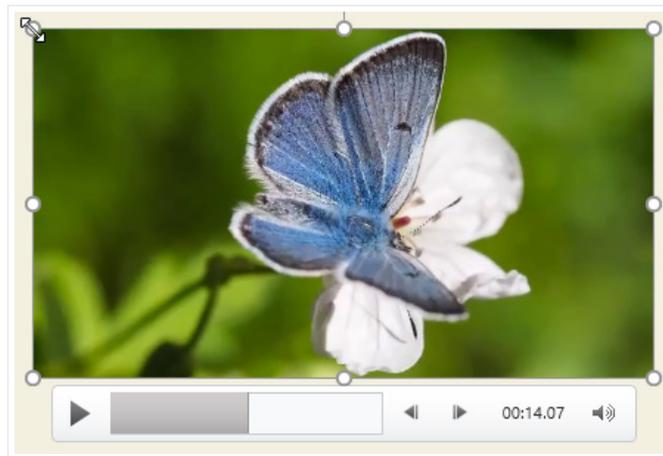


- 3 To jump to a different part of the video, click anywhere on the **timeline**.



To resize a video:

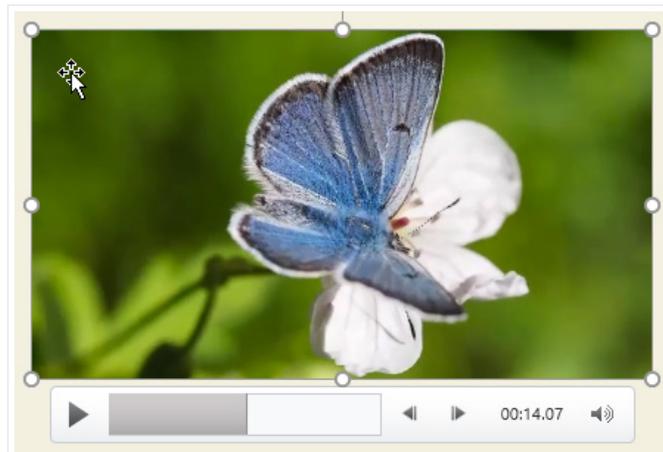
- Click and drag the **corner sizing handles** until the video is the desired size.



The corner sizing handles will resize a video while preserving its **original aspect ratio**. If you use the side sizing handles, the video will become **distorted**.

To move a video:

- Click and drag to **move** a video to a new location on a slide.



To delete a video:

- Select the video you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

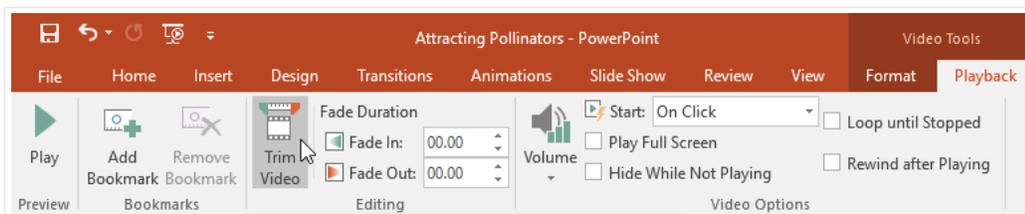
Editing and formatting videos

The **Playback** tab has several options you can use to **edit** your video. For example, you can **trim** your video to play an excerpt from the original, add a **fade in** and **fade out**, and add **bookmarks** that allow you to jump to specific points in the video.

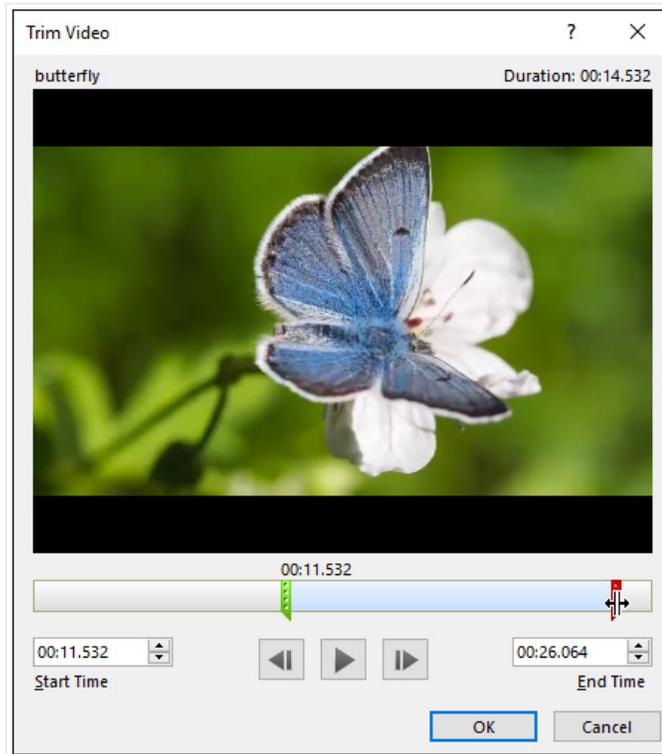
Most of the features on the Playback tab can only be used with videos that are inserted **from a file**. They will not work with embedded videos.

To trim a video:

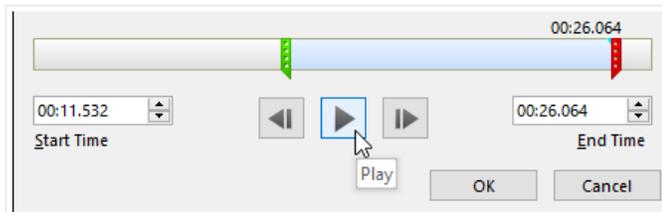
- 1 Select the video, then click the **Playback** tab on the Ribbon.
- 2 Click the **Trim Video** command.



- 3 A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.



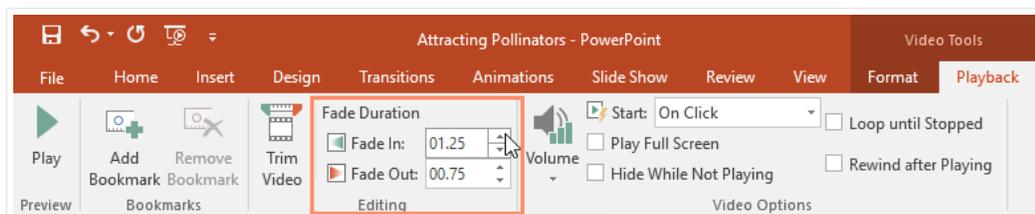
- 4 To preview the video, click the **Play** button.



- 5 When you're done trimming the video, click **OK**.

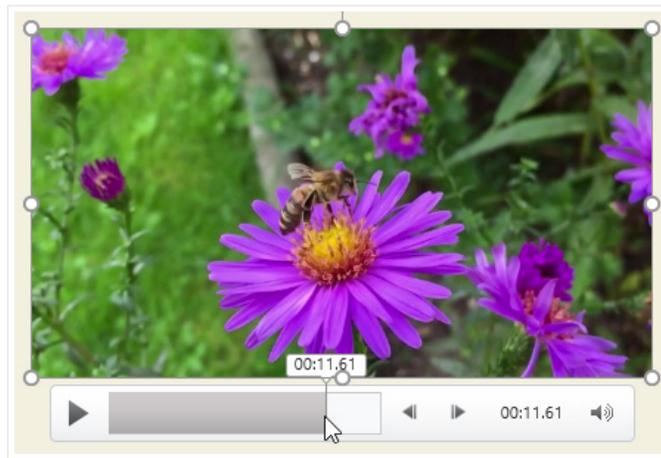
To add a fade in and fade out:

- 1 On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
- 2 Type the desired values, or use the **up** and **down** arrows to adjust the fade times.

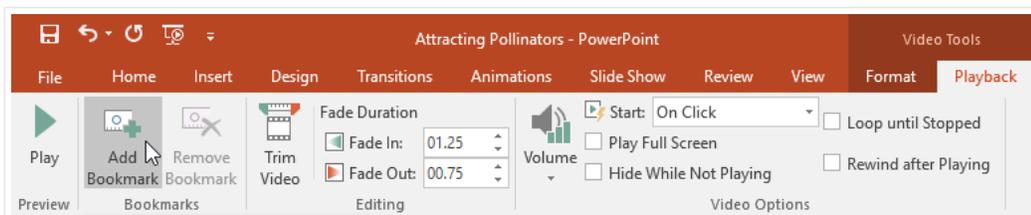


To add a bookmark:

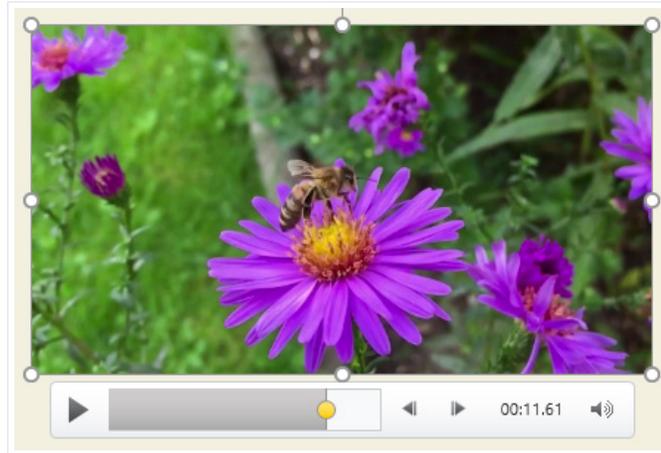
- 1 Click the **timeline** to locate the desired part of the video.



- 2 From the **Playback** tab, click the **Add Bookmark** command.

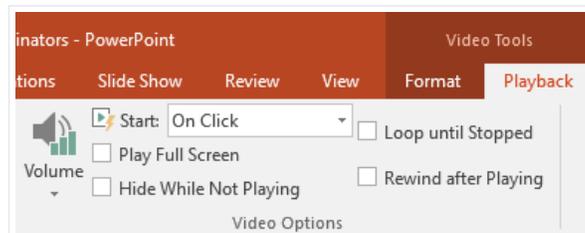


- 3 The bookmark will appear on the timeline. Click the bookmark to jump to that location.



Video options

There are other options you can set to control how your video will play. These are found in the **Video Options** group on the **Playback** tab.



- **Volume:** Changes the audio volume for the video
- **Start:** Controls whether the video starts **automatically** or when the mouse is **clicked**
- **Play Full Screen:** Lets the video fill the entire screen while playing
- **Hide While Not Playing:** Hides the video when not playing
- **Loop until Stopped:** Replays the video until stopped
- **Rewind after Playing:** Returns the video to the beginning when it is finished playing

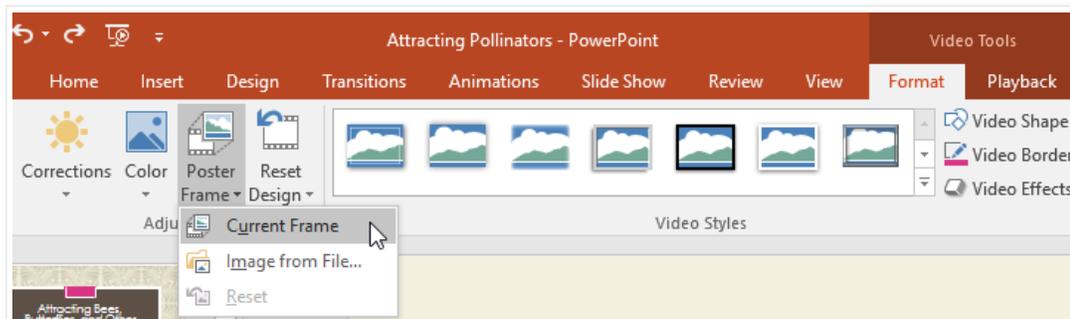
Formatting the appearance of a video

Like **pictures**, PowerPoint allows you to **format the appearance** of a video by applying a **video style**, adding a **border**, changing the **shape**, and applying various **effects**.

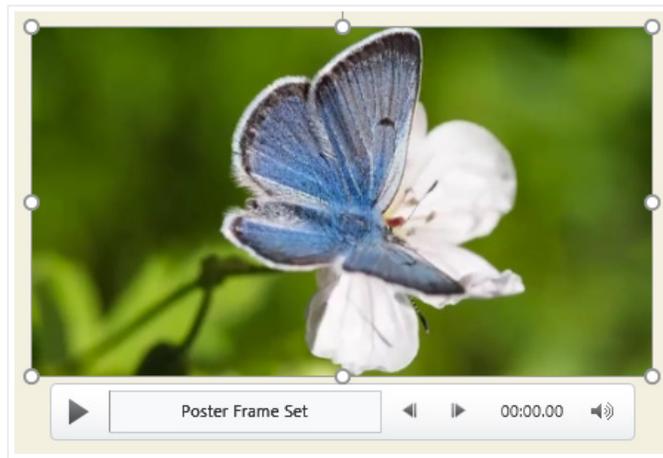
To create a poster frame:

You can add a **poster frame** to a video, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is usually just a **frame** taken from the video itself.

1. Click the **timeline** to locate the desired part of the video.
2. From the **Format** tab, click the **Poster Frame** command. Select **Current Frame** from the menu that appears.



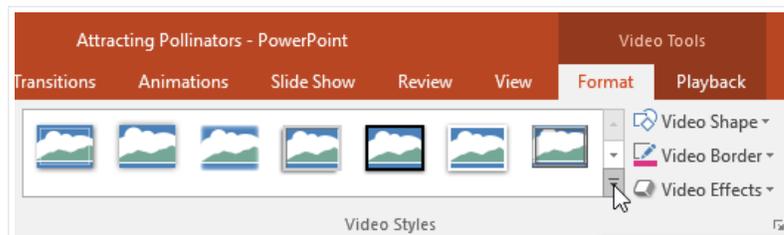
3. The current frame will become the poster frame.



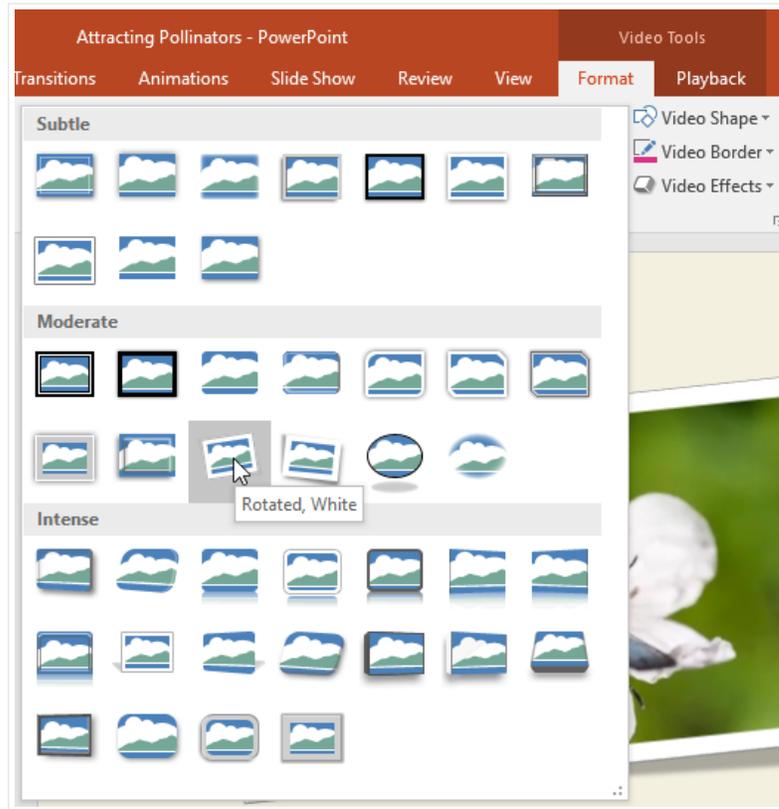
If you want to use a picture from your computer, select **Image from file**.

To apply a video style:

- 1 Select the video, then click the **Format** tab on the Ribbon.
- 2 In the **Video Styles** group, click the **More** drop-down arrow to display available video styles.



- 3 Select the desired style.



- 4 The new style will be applied to the video.



To learn more about **corrections**, **color adjustments**, **borders**, **shapes** and **effects**, see our [Formatting Pictures](#) lesson.

Challenge!

- 1 Open our [practice presentation](#). Also, right-click this [link to our example video](#) and save it to your computer. If you have already downloaded our practice presentation to follow along with the lesson, be sure to download a fresh copy.
- 2 On slide 2, **Insert** our example video file.
- 3 **Resize** the video so it fits next to the text box.
- 4 Apply a **video style** of your choice.
- 5 **Trim** the video so the start time is around 00:17.5 and the end time is around 00:25.
- 6 Add a **bookmark** somewhere in the middle of your video.
- 7 When you're finished, **preview** your video. It should look something like this:

