

Sound effects using PowerPoint

Like many instructions, this takes longer to explain than it actually takes to do. Once you get the hang of it, you should be able to download your FX in less than 30 seconds. For an example of a completed set of sounds (themed around 'Horror'), download the 'Horror Sound Effects' PowerPoint file from the *Teaching Drama* web page.

Looking for an old fashioned telephone bell sound using Windows XP (other versions of Windows differ slightly, but the same principles apply):

1. Open a blank PowerPoint presentation
2. Click Insert > Picture > Clipart

You now have an option to search the sound clips already stored on your computer.

3. Type your search term into the box marked 'Search text' > Telephone
4. Change the 'Search in' field to a specific location if you want to (not necessary)
5. In 'Results should be' ensure 'Sounds' only is ticked

You might be lucky in finding what you want. If so, go to step 14.

If not, or you want a wider choice, then

6. Click Clips Online which takes you to the vast Microsoft database
7. Change the search to 'Sounds'
8. Enter your search term, 'Telephone', Click Go
9. Listen by clicking on the speaker icons of individual results, closing any pop up window after listening
10. Tick the box underneath any you want to download
11. Download it or them (accept any conditions that pop up)
12. The clip is now shown stored in Clipart organiser on your own computer
13. Return to PowerPoint
14. Repeat the search steps (2) and (3) above
15. Hover over the icon, click the down arrow, and then click Insert. PowerPoint asks whether you want to play the sound automatically. Click No
16. Double-click the speaker icon on the page to hear the sound.
17. Click and drag the icon to a blank part of the page, then insert a text box and label it 'telephone'. Enlarge the icon if you wish.
18. Start again for your next effect

Tips:

- Store separate PowerPoint files for different themes such as Horror, School, Transport
- Arrange the icons into the order they are needed in the drama
- Music is also available in this way. Change your search term to 'sad' and see what you get. Music icons in PowerPoint have a small note coming out of them.

Happy hunting.

Clive Hulme