1. Open a Presentation and click on insert. At the top left corner, You will see a button with a speaker on it. Click on it.
   Open presentation>Insert>Audio

2. After that select audio on my Pc and a new Dialog Box Appears and select the audio that you want to insert in your slide and click on insert.
   Audio On my PC>Select Audio>Insert

Login to My Courses, Faculty Emergency Resource Bank on D2L for additional tips-tricks and Quick Guides
3. Click and hold in the middle of the sound icon and place it where you want it to be.
4. You can make sound icon larger and smaller by dragging the corners.
5. You can also change the colour of sound icon by clicking on audio format and then colour.

Audio Format>colour