

Playing PowerPoint-Presentations with Sound

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This document would like to show you ways to play the PowerPoint presentations provided for teaching purposes on your computer with sound recording and, if necessary, integrated films.

Notes on file extensions: ".pptx" stands for PowerPoint presentations, ".ppsx" for PowerPoint shows, which start immediately when the file is opened by double-clicking.

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1. PowerPoint

Use this procedure if you have PowerPoint or Office 365.

If you have a **local installation of PowerPoint** on your computer or have **Office 365**, you should be able to play the presentations without problems.

In case of sound-problems: Please check the sound output of your computer and the compatibility of your PowerPoint version. The presentations with sound were created with PowerPoint 2013 or later.

2. PowerPoint Viewer

Use this procedure to play and print presentations stored on a Windows computer with sound if you do not have PowerPoint or Office 365.

If PowerPoint is not installed on your computer, you can still play the presentations with sound and also embedded videos via the free **PowerPoint Viewer**. The program is no longer being developed by Microsoft, but is compatible with all newer Windows versions. Please proceed as follows:

1. Install *PowerPoint Viewer*.
-> Download e.g. on Heise.de ([Link](#)) or ComputerBild ([Link](#)) (Websites in German language)
2. Install also *Apple QuickTime Player*. This is required for problem-free playback of sound and also of embedded videos.
-> Download e.g. on winsoftware.de ([Link](#)). (Website in German language)
3. Start the *PowerPoint Viewer* program. You are prompted to open the presentation, which you can select from the local file system.

Note:

- Please do not confuse the *PowerPoint Viewer* with the *PPTX Viewer* that Microsoft offers in its App Store. It cannot play back presentations with sound, has caused problems with the print function during testing and also shows a sidebar with advertisements.
- MAC users: Please search for a "PowerPoint Viewer Mac" on the net and try if it is usable for you. Please send feedback on this to: michael.fellmann@uni-rostock.de. Thanks.

3. PowerPoint Mobile

Use this procedure to play and print presentations stored on a Windows computer with sound if you do not have PowerPoint or Office 365. PowerPoint Mobile is particularly suitable for telephones or tablets, but can also be used with any other Windows computer.

Please proceed as follows:

1. Install *PowerPoint Mobile*.
-> Download e.g. from Microsoft.com ([Link](#)).
2. Start the program *PowerPoint Mobile* and from the *Open* menu select the presentation that is saved locally on your computer.

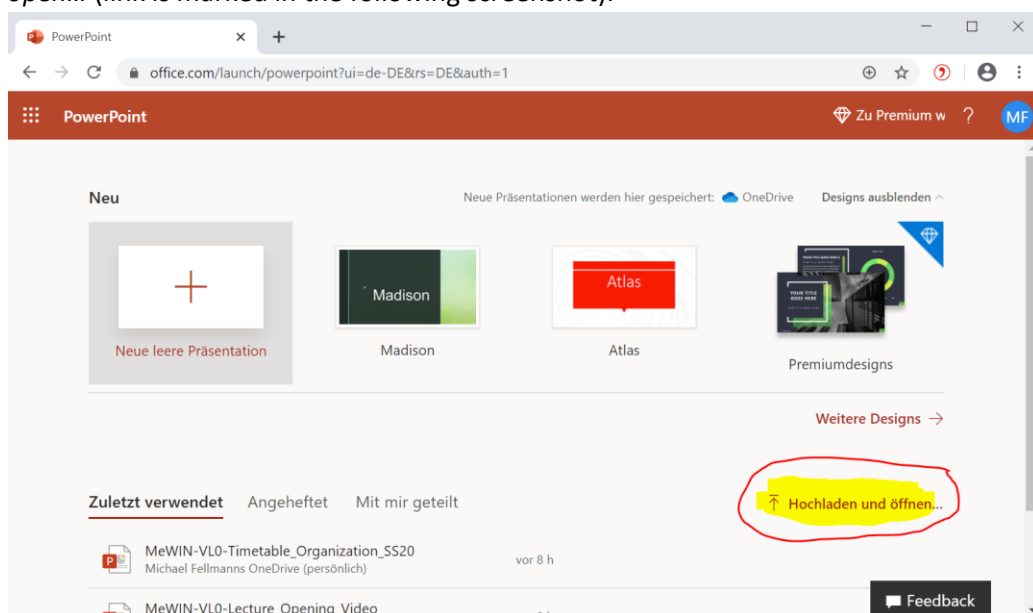
Note: The print function of the program requires access to the Internet and transfers parts of the presentation to Microsoft for print preparation.

4. PowerPoint for the Web

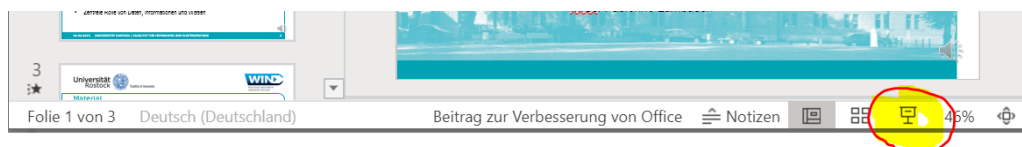
Use this procedure if none of the other procedures presented is possible for you.

Please proceed as follows:

1. Point your web browser to *PowerPoint for the Web*.
-> Open <https://office.live.com/start/PowerPoint.aspx>
-> You may find additional information from Microsoft here ([Link](#)).
2. You now need to have a Microsoft account and log in to it (it is likely that you already have a Microsoft account if you registered your version of Windows during installation or if you use programs like Skype).
3. After logging in, you will be taken to the PowerPoint for the Web page Here you can first upload the locally saved PowerPoint presentation (.pptx, .ppsx) by clicking on the *Upload and open...* (link is marked in the following screenshot).



The presentation is then uploaded and saved in *OneDrive*. The presentation can then be started by clicking on the screen icon in the lower toolbar/status bar (see screenshot).



Note: Alternatively, *PowerPoint for the web* can also be used from the cloud storage service *Dropbox*. To do this, upload the PowerPoint file to your Dropbox and then view the file on the Dropbox website. If you have installed the locally running Dropbox application on Windows, you can also select the file stored in the Dropbox locally using Windows Explorer in the file system and right-click on the file and select *View on Drobox.com* from the context menu. On the web page that appears, you can start *PowerPoint for the web* and use it for playback. Unfortunately, this does not work for files that have been password protected against changes.

5. Alternatives to the Described Procedures

- The described procedures were tested on a Windows 10 computer. However, errors cannot be ruled out. If you have any comments or suggestions for improvements to the procedures described above, please write to: michael.fellmann@uni-rostock.de

- Other procedures and services that have been tested but have not worked
 - PPTX viewer from the Microsoft App Store (sound is not played)
 - OpenOffice (design of presentations is not correct, no sound playback)
 - Nextcloud (viewing presentations works, but no sound playback)
 - GoogleDocs (viewing of presentations works, but no sound playback)

6. IMPORTANT: Do NOT Share or Distribute Contents (!)

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