Using WavePad to convert sound files to .wav format:

Go to the WavePad download website:
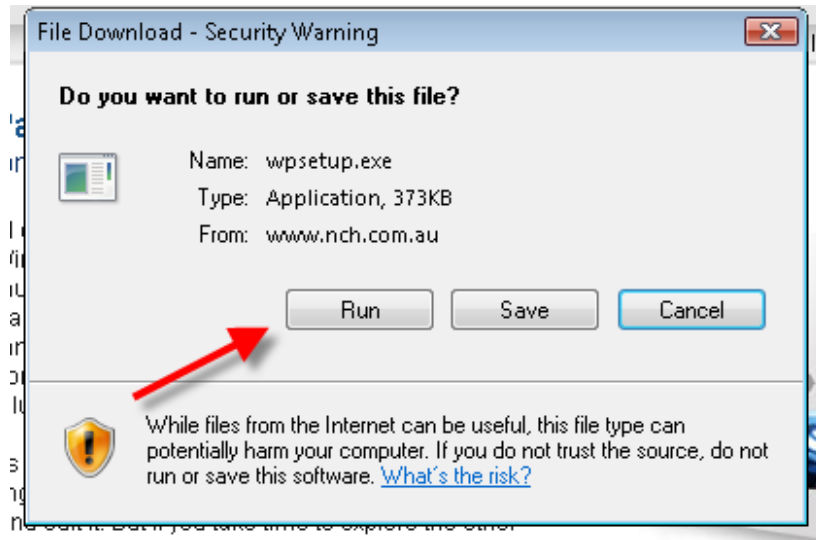
http://www.nch.com.au/wavepad/index.html

Note these instructions are for Windows, but there are also Mac and Linux versions:

Choose the free version to download:
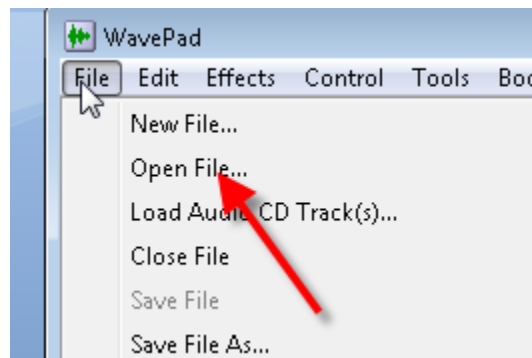
Follow the directions, choosing Run each time the window becomes available.
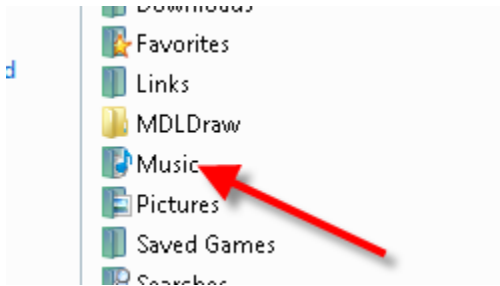

Once the software is downloaded, you can see it in you All Programs file:
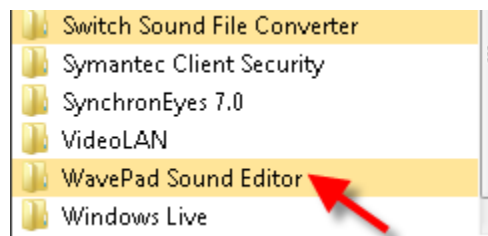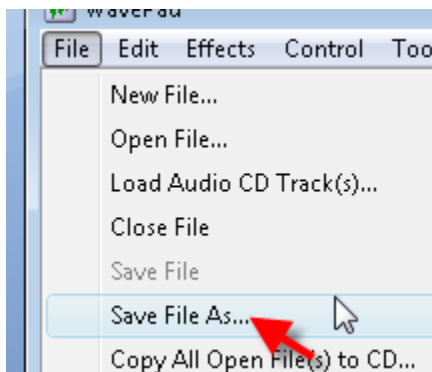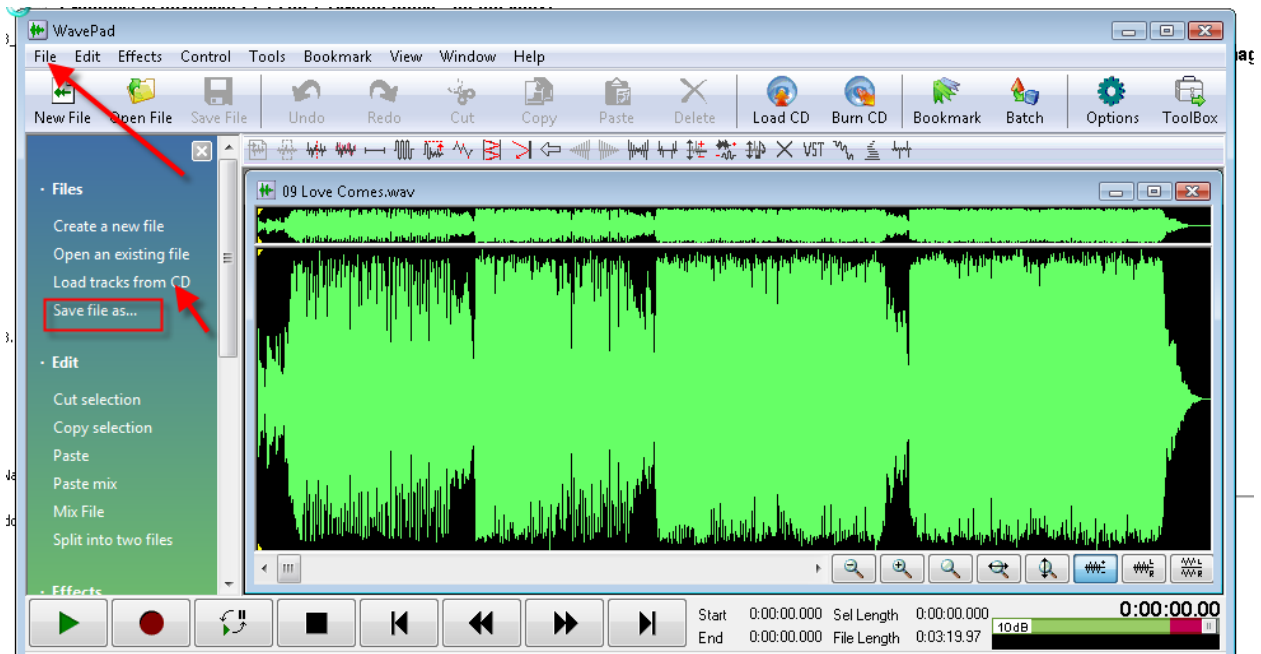

Open WavePad and choose Open File:

Browse to the file you want to use and open it:

Go to File and Save File As:

Save it as a .wav file – be SURE to put it in the same folder as your PowerPoint presentation: