

Top 25 MS PowerPoint Features

1. **Creating a New Presentation:** Starting a new presentation and creating a title page
2. **Adding Slides:** Inserting new slides to create a presentation structure.
3. **Background Color:** Changing the background color of a slide.
4. **Slide Themes:** Creating themes for slide background
5. **Text Boxes:** Inserting text boxes to add and format text on slides.
6. **Basic Text Formatting:** Changing font size, color, and style for emphasis.
7. **Shapes:** Inserting and customizing basic shapes.
8. **Adding Bullets and Numbering:** Creating lists with bullets or numbers.
9. **Tables:** Creating a table and adding values
10. **Inserting from Outside PowerPoint:**
 - a. **Images:** Adding pictures or images to slides
 - i. From Computer
 - ii. From Internet
 - b. **Spreadsheets**
 - c. **Hyperlinks to Internet pages**
 - d. **Videos from YouTube**
11. **SmartArt:** Introducing SmartArt for creating visual representations of information.
12. **Charts:** Creating a chart from data
13. **Headers and Footers:** Inserting headers and footers in each slide
14. **Copying and Pasting:** Copying elements within a slide or between slides.
15. **Undo and Redo:** Using the undo and redo functions to correct mistakes.
16. **Grouping and Ungrouping:** Grouping objects together for easier manipulation.
17. **Slide Transitions:** Applying simple transitions between slides for a smooth flow.
18. **Adding Animations:** Introducing basic entrance animations for elements on a slide.
19. **Saving and Opening Presentations:** Saving work and opening existing presentations.
20. **Slide Show Basics:** Starting a slide show and navigating through slides.