Five Features in Microsoft PowerPoint to Make a Professional Presentation

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Introduction to Microsoft PowerPoint

[Microsoft PowerPoint](#) is one type of software you can use to create professional presentations for an audience. PowerPoint gives users the ability to add different fonts, graphics, videos, links, and other visuals to accompany a verbal presentation. Whether you want to create a slide show for your children, or give a professional presentation at work, PowerPoint is a popular choice. PowerPoint has many great features that allow you to make your presentation engaging and memorable.
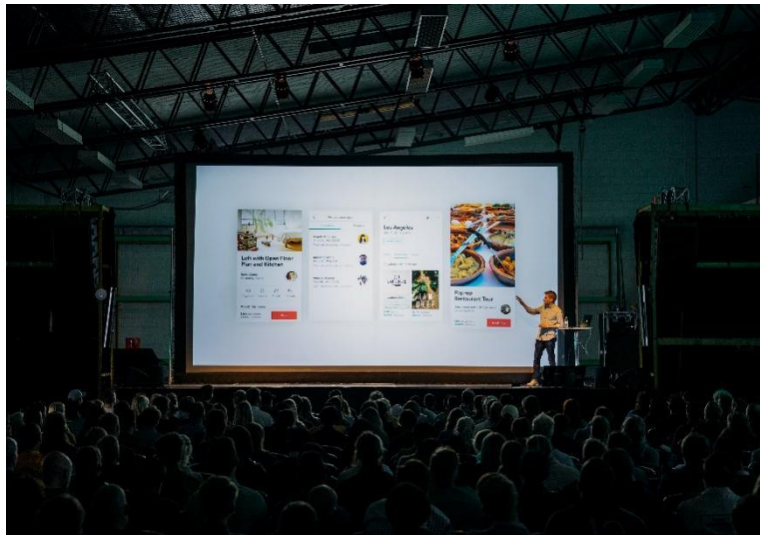

Photo by Teemu Paananen on Unsplash

1. Professional Backgrounds

If you're creating a presentation for the workplace, it's important to make sure the background looks professional and is not too distracting. Ideally, the backgrounds on all the slides should be similar or the same. PowerPoint gives you design ideas to help with this. Design ideas will be on the right side of your presentation. The designs will change based on text you type and pictures you add. Many of these

designs include clean lines and look as if they were created by a professional graphic designer.

2. Videos

Videos make your presentation more engaging and capture the interest of your audience. To include a video in your presentation, click the insert tab at the top of your presentation. Video will be one of the many options that pop up. Videos can help get your point across and make the presentation real for the audience. For example, if you're presentation is for a training at work, a video can be a great way to show what may be difficult to put into words. Videos can also make difficult concepts easier to understand for your audience.

Source: Photo by Sam McGhee on Unsplash

3. Closed Captioning

Closed captioning is a feature on PowerPoint that will allow you to reach a wider audience. You might have viewers who struggle with hearing or have hearing loss. Closed captioning can also help some individuals follow the presentation and gain a better understanding of the topic. To include closed captioning in your presentation, go to the slide show tab at the top of your presentation. From there, click on where you would like the subtitles to appear. Your presentation will now feature subtitles to help your audience understand the content.

4. Transitions

Transitions are a feature in PowerPoint that can be a lot of fun to work with. Transitions are a perfect addition if you are making this presentation as a creative project for family or for fun. To add a transition to your slide, go to the transitions tab. This will allow you to see all the transition options. You can also see a

preview of what your transition will look like. You can use transitions for more professional presentations as well but will need to be a little more mindful of the transition you choose to avoid one that is too distracting.

Source: Photo by CoWomen on Unsplash

5. Recording

Recording is a beneficial feature in any type of presentation. For important trainings at work, you may want to record your presentation so more individuals have access to it. You can simply send the presentation as an attachment in an e-mail or post it to a website. If you are creating a presentation as a gift to a loved one, a recording will make the presentation more personal and meaningful for the recipient. It can become something they can keep for years to come. To add a recording to your presentation, click on the insert tab. You can then add screen recording to your presentation. PowerPoint will ask you to select the area you want to record with a movable box that pops up on your screen. You can also choose to record your voice by clicking on the audio option. Add your voice to narrate pictures and text.

Conclusion

Microsoft PowerPoint is an amazing tool that you can use for a variety of purposes. PowerPoint can be individualized, dynamic, and engaging for your audience. Presentations also allow you to use creativity to reach a larger group of people. PowerPoint has evolved since it was first introduced, and includes many features that help you make a presentation look polished and professional.