**Theme in PowerPoint**

* **Beginner**: A theme is a pre-designed set of colors, fonts, and effects that gives a consistent look to all slides. Beginners should learn how to apply a theme to a presentation by selecting **Design > Themes** and exploring the options available. Each theme provides a different color scheme, font set, and background style.
* **Intermediate**: Users can customize themes further by modifying the **theme colors** and **fonts** to match their personal or brand requirements. To do this, go to **Design > Variants > Colors/Fonts**, and experiment with creating a custom look for their presentations.

**2. PowerPoint Designer**

* **Beginner**: PowerPoint Designer is an AI-powered feature that provides layout suggestions to enhance slide visuals. Beginners can start by adding text and images to a slide and then clicking on the **Design Ideas** button to view layout options.
* **Intermediate**: Intermediate users can use PowerPoint Designer to align content effectively and create visually appealing slides with minimal effort, exploring how PowerPoint Designer recommends different layouts for various types of content (like lists, images, or graphics).

**3. Transitions in PowerPoint**

* **Beginner**: Transitions are visual effects that occur between slides. To apply a basic transition, users can go to the **Transitions** tab, select a slide, and click on different transition effects (like Fade, Push, or Wipe) to see how they look.
* **Intermediate**: Intermediate users can adjust the duration and effect options to create smoother and more customized transitions. They can also apply transitions to multiple slides by selecting them and using the **Apply to All** option.

**4. Animation in PowerPoint**

* **Beginner**: Animations add movement to text, images, or other objects on a slide. Beginners can start by selecting an object, going to the **Animations** tab, and choosing basic animations like Appear, Fly In, or Fade.
* **Intermediate**: Intermediate users can set **animation timing** and **sequence** by using the **Animation Pane**. They can create more complex animations by adjusting the Start, Duration, and Delay settings, or combining multiple animations on one object for a dynamic effect.

**5. Adding Audio & Video**

* **Beginner**: Adding audio or video can make presentations more engaging. Beginners can insert audio files by selecting **Insert > Audio**, and video files by choosing **Insert > Video**. They can then resize or move the media as needed.
* **Intermediate**: Intermediate users can explore additional controls such as **Playback options** to set audio/video to play automatically or on click, adjust volume, trim sections, and set looping. They can also embed links to YouTube videos for online presentations.