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**PowerPoint - Hiding Slides**

**Cleaning Your Email Box**

**You Have To Laugh**

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## PowerPoint - Hiding Slides

I don't know about you, but many times when I am creating a presentation in Powerpoint I create one or two slides that I don't want to show but need to keep them for references in the slide set. You could move them to the back of the slide set, but what if someone asks you a question in the midst of the presentation and the information is on the slide you moved to the back – now you have to go find it.

Instead you can use Hide Slide in PowerPoint to prevent this challenge.



From the menu ribbon, choose the Slide Show tab and you will see the Hide Slide button. Now, click on the slide you want to hide and hit the Hide Slide button or in the Slide pane, right click on the slide to hide and choose Hide Slide. In the Slide pane you will see the slide number is crossed off (indicating that it is hidden).

When you hide a slide, it doesn't appear when you run the presentation, but is viewable in edit mode. A slide can be switched to hidden (or unhidden) on an individual basis.

To view a slide that you previously hid, right-click the slide that you want to show, and then click Hide Slide or use the Hide Slide button.

Try this option out for yourself and if you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

## Cleaning Your Email Box

Do you need a fast and simple way to clean out your email inbox? Then read on for an easy way to sort and clean out what you don't want and keep those emails you need.

No matter what email program you are using these instructions will apply. Open your email program and click on the heading area labeled From. This will sort/alphabetize your list based on the sender's name or email address, putting all the same email addresses together.

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**Amy's Biz Tips are**

From	Subject	Received	Size
Eve Potts	Re: Dad's Resume	Thu 8/7/2014 6:17 ...	11 KB
Eve Potts	Re: Based on today's discussions	Wed 8/6/2014 2:46 PM	16 KB
Facebook	Lisa Murray also commented on her status.	Wed 8/27/2014 5:5...	19 KB
Facebook	Bob Magowan also commented on Lisa Murray's st...	Tue 8/26/2014 10:...	18 KB
Facebook	New messages from Louise Potts	Sat 8/16/2014 1:52...	16 KB
FairfieldCountyJobs.com	Get Face Time With 20 Area Employers	Wed 8/27/2014 9:0...	31 KB
f9nhrr@aapk.com	Re: Small World	Tue 8/26/2014 4:3...	13 KB
GetAdvertisingSalesJobs...	***SPAM*** UnitedHealth Group is hiring now. 08/...	Wed 8/27/2014 9:1...	96 KB
GetAdvertisingSalesJobs...	RWR Holdings is hiring now. 08/27/2014	Wed 8/27/2014 9:1...	103 KB
Indeed Job Alert	25+ new marketing jobs in New Haven County, CT	Wed 8/27/2014 5:1...	138 KB
Indeed Job Alert	2 new marketing, web jobs in Milford, CT	Wed 8/27/2014 5:1...	51 KB
Job.com Job Finder	182 Marketing Director jobs posted in 06460	Wed 8/27/2014 6:5...	46 KB
JobFox	***SPAM*** Express Employment Professionals - ...	Wed 8/27/2014 10:...	84 KB
JobFox	***SPAM*** Kingsview Asset Management is hirin...	Wed 8/27/2014 10:...	94 KB

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Now just go through the list and highlight groupings of email addresses you want to get rid of and hit delete.

When you are done just hit the Received header to sort your emails back into date order. You could also sort on Subject or Size if you want – just click the Subject or Size header.

This is something you might want to do about once a month to keep your email box from getting overstuffed.

If you need help with managing emails or the web contact me at [info@aapk.com](mailto:info@aapk.com), I have been helping others to get comfortable with social media for years.

## You Have To Laugh

Duck whisperer? - [http://www.youtube.com/watch?feature=player\\_embedded&v=QSzmV\\_3Lm\\_A](http://www.youtube.com/watch?feature=player_embedded&v=QSzmV_3Lm_A)

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