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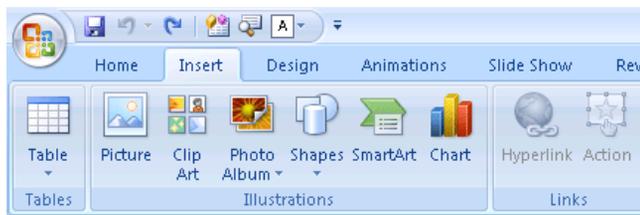
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PowerPoint - Insert Menu - Part 1

Of course adding things to your PowerPoint slide set is part of creating a presentation but did you know there are many things you can insert that you might not have thought of? Open up the Insert tab on the menu and follow me as I give you the low-down on your choices.

The Insert menu is broken down into 6 groups - Tables, Illustrations, Links, Text, Media Clips and Flash. For today, I will review the first three choices:



Tables:

- Grid – use the grid provided to choose the number of rows and columns needed
- Insert - you indicate the number of rows and columns.
- Draw - draw an outline for the table, then you can design your table with a variety of options.
- Excel – create a new Excel spreadsheet directly on your slide

Illustrations:

- Picture – browse your files for the picture you want to use
- Clip Art – when you click this a task pane will appear allowing you to search from a large collection of existing clip art that MS offers
- Photo Album – use this to create and display your personal or business photographs. Enhance them using effects, transitions, backgrounds and themes, specific layouts, and more.
- Shapes – so many shapes to choose from, just pick one and then click on your slide to have it appear.
- Smart Art – use these to add emphasis to your presentation by adding. Categories of pre-defined art includes process, hierarchy, matrix and pyramids.
- Charts – add a line, bar, pie or other type of chart.

Links:

- Hyperlink – insert a link to a web or email address or to a specific picture or program.
- Action – add an action to a selected object that triggers an action (like moving to another page or web site) when the mouse is clicked or hovered over the object.

Watch in the next few weeks for Part 2 of the Insert Menu. If you need help working with an MS office project contact me at info@aapk.com I have years of experience and can help you.

Changing Your Hosting Provider

Your web hosting provider (such as GoDaddy) is an important part to have a web presence, they house your web files for the world to access your web address.

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During the course of having a web site there will most likely be at least one time that you need to change hosting provider. This could be due to slow service, finding a cheaper provider or because another provider offers options that you need to run your online business.

This is not a decision to be taken lightly though. So, let's discuss what's involved in changing hosting providers.

1. Research: If you plan to make a change you or your web designer needs to do research to ensure that the new provider is going to be able to meet your needs immediately and in the future, because you don't want to do this again if you don't have to.

2. Backup: Make a backup copy of all your files on your current site (or have your web designer do it for you). This will ensure that when you move the account over nothing is lost and everything works like it did before.

Word of warning: if your site was created by a company like Hibu or VistaPrint you will not have access to your web files – these types of hosting providers use your content and their templates to create a site – you don't own the full site. I have had a couple of clients come to me in this situation and it required that I build a whole new site for them!

3. Domain Name: Are you going to keep your domain registration with your current vendor or move it also to the new hosting provider? If keeping it with the current registrant you will need to change the DNS (Domain Name Server) addresses with that provider. If you are moving the domain name, it's a bit more involved and requires connecting with both the old and new registrant.

4. Timing: When you change providers there will always be a down time where your web site is not available. This can be as short of a time as a couple hours to a couple of weeks. I recommend that you find a time where your traffic for the site is low and make the switch over during that time.

5. Email: Don't forget to pay attention to your email addresses that are related to your site. Be sure that the settings are correct for email with your new provider and be prepared for some down-time for emails as the switch happens.

If you are thinking about moving your hosting provider, are stuck with Hibu or VistaPrint, or just need advice on your web site, contact me at info@aapk.com, I have years of experience.

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