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**PowerPoint - Using Slide Masters**

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## PowerPoint - Using Slide Masters

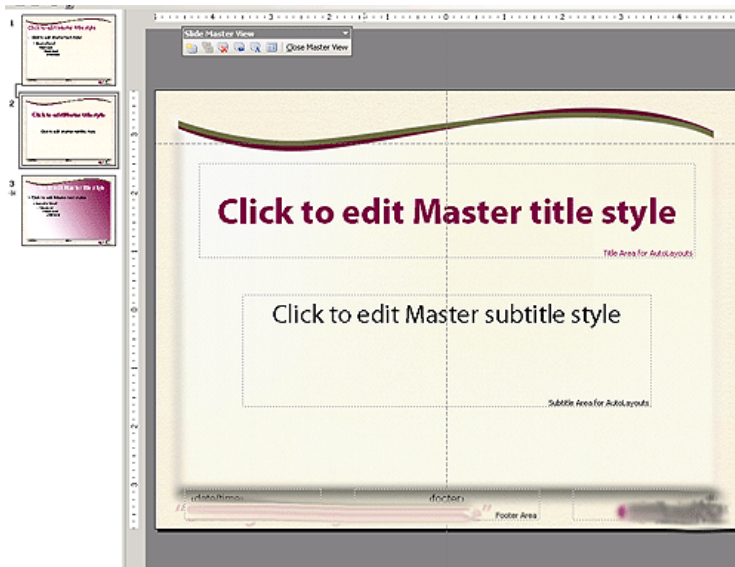
A master page is used to determine a standard format for your slides. Here you can set guides that will appear on all slides, define your fonts, bullets, placeholders for text and graphics, headings, footers and more. Read more about using Masters here...

Every presentation contains at least one slide master. The benefit to using slide masters is that you can make universal style changes to every slide in your presentation in one place – without having to change each slide individually.

You can make changes to the slide master just as you would change any slide. Important note: the text on the master is only for styling; actual slide text, such as titles and lists, should be typed on the slide in normal view or, for headers and footers, in the Header and Footer dialog box. When you change the slide master, changes you have made to individual slides are preserved.

**To see the slide master – go to View, Master, Slide Master.**

There are two important views when you get to Slide Master; the left column showing the various types of slide masters and the center view showing the specific outline of the highlighted slide master (see sample view below).



In the example shown, you see three slide masters in the left view – one for the title page, one slide master for general slides and another master for breaks between speakers. When you open up your slide master you may only see one master. To add another master right click below the current master and choose either new slide master or new title master.

From here you can design all necessary elements for your master slides.

- Set a color scheme, insert a background or logo.
- Change the fonts and bullets to reflect your style.
- Use placeholders - these are the boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such

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as charts, tables, and pictures.

When you are done changing your slide masters, simply go to View and choose Normal this will put you back into your slide set.

At AAPK we are experienced in creating slide sets for a variety of clients. We specialize in creating cohesive slide sets from many participants. If you have a slide project you need help with contact us today at [info@aapk.com](mailto:info@aapk.com)

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## Who's Behind That Domain Name?

Have you ever gone to a web site and wondered who is the person/organization behind that domain name (such as [www.aapk.com](http://www.aapk.com))? Or have you searched for a domain name only to find it's been purchased and want to know who owns it? Well there is a very simple and easy way to find out. Click here to learn how...

When a person or organization registers a domain name, the Internet Corporation for Assigned Names and Numbers (ICANN) requires the domain name registrar to submit contact information to the WHOIS database. This information appears in an online directory, it is publicly available to anyone who chooses to check domain names using the WHOIS search tool.

There is a variety of information in the WHOIS database, including:

- Registrants' name and address
- Domain expiration and creation dates
- Administrative contact (who is responsible for the domain)
- Technical contact (generally who is hosting the account)
- IP address

To try this out for yourself go to WhoIs at <http://www.networksolutions.com/whois/index.jsp> and enjoy the search!

If you need help with your web site or domain name, contact AAPK at [info@aapk.com](mailto:info@aapk.com) we can assist you!

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## You Have To Laugh

Video: Office humor - <http://www.youtube.com/watch?v=mNq3ljwt118>

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Contact us - 203-305-3124 or at [info@aapk.com](mailto:info@aapk.com)

AAPK - 45 Shadyside Lane, Milford, CT 06460

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