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Volume 62

**PowerPoint -
Customized Slide
Layouts**

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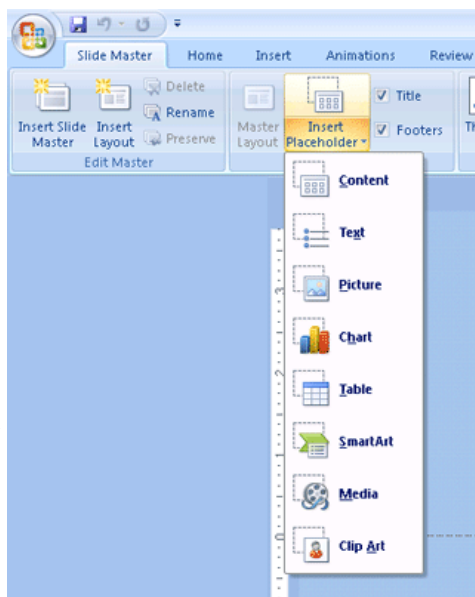
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PowerPoint - Customized Slide Layouts

PowerPoint Slide Layouts give you the ability to set up a format for slides (to include text, graphics, etc) with just a click. I discovered how to do this recently when a client asked me to create a customized layout so his staff could insert pictures into slides so they have a consistent look. So, now I am sharing what I learned with you.

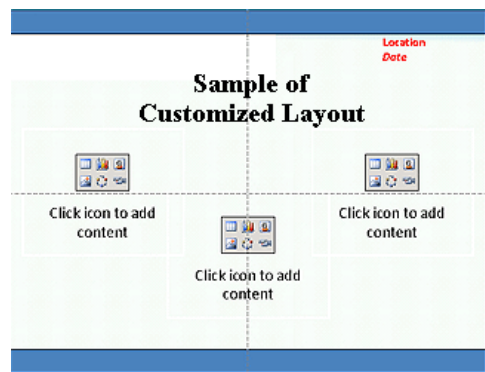
To create a layout you use a blank layout in the Slide Master and placeholders. Here are the steps.

- Go to the View and choose Slide Master.
- In the pane that contains the slide masters and layouts, locate and click the Blank Layout in the list of thumbnail layouts below the slide master.
- To change the layout try these tricks:
 - To remove unwanted placeholders such as headers, footers, or the date and time, click the border of the placeholder, and then press DELETE.
 - To add a placeholder - on the Slide Master tab within the Master Layout group, click Insert Placeholder, and then select a placeholder type from the list. Then click a location on the layout, and then drag to draw the placeholder.
- To save the layout go to the thumbnail list of layouts, right-click the Blank Layout and then click Rename and type in a new name.
- Now go to Save As, type a file name and in the Save as type list choose PowerPoint Template and then click save.



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Note: Any layouts you add and customize will appear in the list of standard, built-in layouts in Normal view, located on the Home tab, in the Slides group. If you need help with any PowerPoint project, contact us at info@aapk.com

Keys to SEO: Content & User Experience – Interview With Bing's Duane Forrester

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Find out what Duanne Forrester (Senior Product Manager – Webmaster Outreach at Bing) believes matters in today's SEO including content, promotion, and user engagement of content. Read the interview from Search Engine Watch here - <http://searchenginewatch.com/article/2239223/Keys-to-SEO-Content-User-Experience-Interview-With-Bings-Duane-Forrester>

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You Have To Laugh

Funny Video: Bird Dancing to Funkytown - <https://www.youtube.com/watch?v=qLcrJNthxM0>

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