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PowerPoint - Undo and Redo

What are #Hashtags

You Have To Laugh

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PowerPoint - Undo and Redo

In PowerPoint, like the other Microsoft Office programs, you can undo and redo edits to your document. PowerPoint gives you two ways to do this, either with icons (they are represented as rounded arrows) or using your keyboard. You can also change how many times you can undo and redo.

Keyboard Commands (these work on any version of MS Office products)

- To undo (go back a step) or redo (go forward a step) with the key board use Ctrl-Z (undo) or Ctrl-Y (redo)

Menu Icons

- 
 Version 2003 – The icons for undo and redo can be found in your tool bar – (left one is undo, right one is redo).
- 
 Version 2007/2010 – These are a bit harded to find – they are at the very top left of the window next to the Microsoft icon (why they put them there is beyond me!) – see sample screen shot to the right.

Changing the Number of Undos

If you are working on an intricate slide set it's really helpful to have more than the default of 20 times you can go back and undo or go forward to redo. So, to alleviate this challenge, PowerPoint gives you the option to increase the amount of changes – you can choose to the maximum of 150 times.

- Version 2003 - Menu bar - choose Tools, Options, Edit tab and where “maximum number of undos” use the up/down arrows to increase or decrease the number or simply type in a number (remember 150 is the max)
- Version 2007/2010 - click the Microsoft icon (top left), PowerPoint Options (under the list of recent documents), Advanced and under editing options increase the “maximum number of undos” use the up/down arrows to increase or decrease the number or simply type in a number (remember 150 is the max)

If you have a PowerPoint, Excel or Word project that you need help with, contact us at info@aapk.com – we are experts!

What are #Hashtags

We've all seen them – a pound sign/hashtag (#) in front of words when viewing a tv show, an ad or while you're online – but do you know what they are and how to use them?

A hashtag is a pound sign (#) that is used by Twitter to categorize messages. It is used to mark keywords or topics in a Tweet. It evolved organically by Twitter users as a way to categorize messages and a simple a way for people to search for tweets that have a common topic and begin a conversation. Now, other social media outlets are using hashtags including they are now used across multiple social media channels including Facebook, Google+, LinkedIn and Pinterest.

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Some currently popular hashtags for TV shows include #dwts, #glee, #idol, and #xfactor. For business topics they are #jobs, #business, #marketing, #socialmedia, or #startup (visit hashtags.org to follow trending hash words).

To use a hashtag properly (according to Twitter):

- Place a hashtag symbol # before a relevant keyword or phrase (no spaces) in your Tweet to categorize these Tweets and help them show more easily in Twitter Search.
- Clicking on a hashtagged word in any message will show you all other Tweets marked with that keyword.
- Hashtags can occur anywhere in the Tweet – at the beginning, middle, or end.
- Hashtagged words that become very popular are often Trending Topics

Twitter recommends you use hashtags with the following in mind:

- If you Tweet with a hashtag on a public account, anyone who does a search for that hashtag may find your Tweet
- Don't #spam #with #hashtags. Don't over-tag a single Tweet. (Best practices recommend using no more than 2 hashtags per Tweet.)
- Use hashtags only on Tweets relevant to the topic.

To learn more about using hashtags read this insightful article from Social Media Examiner - <http://www.socialmediaexaminer.com/hashtags/>

If you have questions about social marketing or need help, please contact us at info@aapk.com

You Have To Laugh

Feel Good Video: Cats helping Prisoners - www.cnn.com/video/?hpt=hp_c3#/video/offbeat/2013/02/22/pkg-cats-in-prison.kptv

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