



May 23, 2013

Volume 75

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PowerPoint Combining Slide Sets with Ease

If you are given 3 slide sets, from three different individuals and asked to combine them into one slide set do you know how to do it, so everything matches?

The challenge you face is that usually each person has used different themes, fonts, colors and slide styles. After years of combining multiple doctors' slide sets for major medical meetings into one cohesive set, I developed a system to be sure that the completed set looks professional and consistent.

Here are the steps to ensure success:

1. Create a new PowerPoint file.
2. Set up the [Master View](#), and be sure to go back to Normal View after the next steps.
3. Save this file – it will become your main slide set.
4. Open up the smallest set of slides.
5. Copy and paste that set into your main slide set.
6. Scroll through the slides to see what formatting held or is incorrect.
7. Begin by setting up the heading on each slide. After a few slides you will determine what font size works for the various headings. As you go from slide to slide you will have the chance to review each slide for the next steps.
8. Next, format all the body text – check the [fonts](#), sizes and [bullets](#).
9. Thirdly, adjust any charts or [graphics](#) so that they all have a similar color scheme.

By following these steps you will begin to set up a pattern to adjust the next slide sets.

If you need help with creating or combining PowerPoint slides contact us at info@aapk.com we have a lot of experience working with PowerPoint.

Your LinkedIn Profile - is it Up-to-date?

When was the last time you updated your LinkedIn profile? Even if you are not looking for a job, keeping your LinkedIn profile up-to-date is important and is a great repository to keep track of your achievements. Additionally, they have added some additional profile items in the past year that you will want to take advantage of.

Some of the newer profile items include attaching Files (videos, documents, images, samples of work), Courses (show your course load), Test Scores and Volunteering & Causes (organizations you support or causes you care about).

To edit your profile, login to your LinkedIn account and click Profile from the menu bar and then Edit Profile.

Choose the blue pencil icon next to the item you want to edit. To add a file, click the icon that looks like a document with a plus sign, or click the camera icon to edit your photo.



Don't forget to edit other areas with achievements or projects you have accomplished since your last update. Also take advantage of asking for recommendations from co-workers or clients to further enhance your profile.

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If you need help with LinkedIn contact us today at info@aapk.com

You Have To Laugh

Fun Stuff: Dad illustrates his kids lunch bags daily since 2008 -

<http://www.lostateminator.com/2013/05/16/is-david-laferriere-the-best-dad-ever/>

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