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PowerPoint - Reuse a Favorite Chart

Have you found yourself setting up a chart in PowerPoint and needed to create another one that matches? Did you know that in PowerPoint (and Excel and Word) you can create a chart template to use over and over again? Read on to learn how to use this feature.

Creating the template:

1. Customize a chart or choose a customized chart you created in the past. Click to highlight the chart that you'd like to use as a template.
2. On the Design tab choose the Type group and click Save As Template.
3. In the Save box be sure that the Charts folder is selected. Chart templates that are saved in this folder will automatically be added to the Templates folder. Meaning they will appear in the Insert Chart and Change Chart Type dialog box when it's chosen.
4. Name the File to save the template (it will create a chart template - *.crtx).

Using the template:

Chart templates can be applied when you create a new chart or you can change look of an existing chart by using the chart template.

New Chart

1. For a new chart highlight the data in your worksheet.
2. Choose the Insert tab, then go to the Charts group, click any chart type, and then click All Chart Types.
3. In the Insert Chart dialog box, click Templates (the first box), and then click the template to use (in the second box under My Templates.)

Existing chart

1. Click to highlight the chart area.
2. On the Design tab, in the Type group, click Change Chart Type.
3. In the Change Chart Type dialog box, click Templates (the first box), and then click the template to use (in the second box under My Templates.)

Note: If a template is located in a folder other than the Charts folder, click Manage Templates, locate the chart template, and then copy or move it to the Charts folder under Templates.

These templates are especially useful if you are combining multiple slides from different users and want to achieve a consistent look.

If you have a project that requires assistance contact us at info@aapk.com we have a lot of experience with Word and other MS Office products.

Spotting Fake Emails

Don't be fooled by fake/spam emails that claim to come from your vendors (such as a credit card, domain registration, or hosting service) asking you to renew or re-enter your personal information.

Amy's Biz Tips are brought to you by AAPK who can help you with:

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Amy's Biz Tips are

Spammers will make their emails look like it came from your vendor – using their logo, branding and site look. They will typically ask you to click a link to enter in personal data – claiming they had a data loss or tell you that you owe money. DON'T DO IT!!

Here are the rules I abide by and haven't been scammed yet:

First – never ever respond to or click on the link in the email. If one of your vendors needs information or a payment, the next time you log into your account they will notify you of it.

Second – don't respond to any emails that are written in broken English – most likely that email is coming from a foreign country and doesn't warrant your time.

Third - please don't be fooled by emails saying that someone needs your help to get out millions of dollars out a foreign bank and they will give you part of the money. They will bleed you dry continuing to claim the need for more money in order for you to receive your share. Remember the old adage - if it seems too good to be true, it is.

Fourth – you didn't win the Canadian or Australian lottery – because you can't win if you didn't play!

Watch this [video](#) that shows you other things to look for to verify if it's a real email or not <http://waldowsocial.com/how-to-tell-if-an-email-marketing-message-is-spam/>

It's easy to be fooled, but if you remember these tips and watch the video you can avoid having your personal data or cash confiscated by these scams.

If you need help with navigating the web for your business contact me at info@aapk.com. We have over 16 years of experience working on the web.

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Funny Video: Kanagroo boxes toy hippo - http://www.cnn.com/video/?hpt=hp_c3#/video/living/2013/03/26/orig:jtb-distraction-kangaroo-boxes-toy-hippo.cnn

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Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

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