

**International Association of
Administrative Professionals®
Columbus Chapter**
8 East Long Street, Room 428
Columbus OH 43215
www.iaap-cols.com



A New Look and Feel for Microsoft Office

The new look and feel of Microsoft Office 2007 is unlike any that has come before it. Microsoft has made a radical and welcomed change to their aging user interface. This one hour demonstration will introduce you to Tabbed, Ribbons, the Microsoft button, Live Preview, Mini Toolbars, Galleries and much more. A demonstration of how this new user interface works in Word, Excel, Access, and PowerPoint will be presented.

The presentation will be provided by the Eastland-Fairfield Career & Technical Schools Information Technology Department.

In order to make the most of the presentation, the meal will be a box lunch and the presentation will start at 6:15 pm.

This one hour program is being submitted to International for Recertification Points.

**Meeting Registration
September 18, 2007**

NETWORKING: 5:30 p.m. **MEETING:** 6:00 p.m. **PROGRAM:** 6:15 p.m.

LOCATION: **The Fawcett Conference Center**
2400 Olentangy River Road, Columbus, OH 43210
Phone: 614/324-5930

MENU: **Pick one—All sandwiches are served w/potato salad, fruit cup and coffee/ice tea**
 Roast Beef Sandwich (shaved roast beef with cheddar, lettuce, tomato and horseradish mayo served with whole grain bread)
 Grilled Chicken Breast Sandwich (grilled chicken, smoked bacon, cheddar cheese, lettuce, tomato and guacamole, served in a flour tortilla)
 Vegetarian (Entrée salad)

DINNER/MEETING COST: \$17.00 Chapter Member \$21.00 Member at Large/Non-Member
MEETING COST ONLY: \$ 5.00 Chapter Member \$15.00 Member at Large/Non-Member

MAIL TO: Annette Cooperider CPS
Riverwood Partners
500 W. Wilson Bridge Rd. Ste 145
Worthington, OH 43085
(w) 614-396-4924 (c) 614-425-2326
(f) 614-396-4925
E-mail: acooperider@riverwoodpartners.com

Please check all that apply:
 Guest
 Meeting ONLY
 Past President

*Reservations/Cancellations must be RECEIVED no later than Tuesday, **September 11, 2007.**
 (Deadlines will be adhered to—your cooperation is appreciated—There will be a \$30.00 charge for returned checks)*

September 2007 Meeting
Make all checks payable to COLUMBUS CHAPTER, IAAP

NAME: _____
 COMPANY NAME: _____
 PHONE: _____
 ADDRESS: (Billing address is required for credit card processing)

<input type="checkbox"/> CHECK		<input type="checkbox"/> M/C		<input type="checkbox"/> VISA	
Amount Remitted: \$ _____					
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Save my credit card number for future reservations <input type="checkbox"/>					