

**International Association of  
Administrative Professionals®  
Columbus Chapter**

P.O. Box 16053  
Columbus, OH 43216  
www.iaap-cols.com

**Tips and Tricks for Office 2007**

If you use Word, Excel, and PowerPoint on a daily basis and still can't figure out where everything is, then this is the program for you! Back again by popular demand, Pam Newsome will speak at our **May 18th** Chapter meeting where she will provide us with tips and tricks that will simplify our everyday tasks in Word, Excel, and PowerPoint.

**Have a question about the meeting?**

Contact: **Barb Jackson, CPS/CAP**  
Cell: 614-361-1856 or  
Email: bjackson3@embarqmail.com

Pam will discuss Themes, Keyboard Shortcuts, the different Tool Bars, Macros, and finally how to import and export between programs. Pam is delightfully entertaining and always has a special trick for us up her sleeve.



Registration deadline is **Wednesday, May 12, 2010.**

Don't delay—register today!

**Location: Upper Arlington Senior Center, 1945 Ridgeview Road.**

*Recertification points have been applied for.*

**May Chapter Meeting—Upper Arlington Senior Center**

**PROGRAM:** 6:00 p.m. **LOCATION:** Upper Arlington Senior Center 1945 Ridgeview Road

**Menu:** All meals include a beverage, see choices below:  
Choose a Roast Beef or Roasted Turkey or Ham Traditional Box - 1/3 lb. sandwich with lettuce and tomato; includes chips and cookie.

**Please check all that apply:**

- Guest
- Meeting ONLY
- Past President

OR

Chef salad - Ham, turkey, Swiss, cheddar, tomatoes, olives and hard boiled egg slices on mixed salad greens.

**Choose one:**  Roast Beef  Roasted Turkey  Ham  Salad

**Dinner/Meeting Cost:** \$16.00 Chapter Member \$21.00 Member at Large/Non-Member

**Meeting Cost Only:** \$5.00 Chapter Member \$15.00 Member at Large/Non-Member

**Mail/Email Registration to:** **Claire Lacey, CPS/CAP**  
*There will be a \$30.00 charge for returned checks*  
KPMG LLP  
191 West Nationwide Blvd., Suite 500  
Columbus, OH 43215  
Email: clacey@kpmg.com

Reservations/cancellation must be **RECEIVED** no later than **Wednesday, May 12, 2010.**

**Deadlines will be adhered to**

**Meeting Date:** **May 18, 2010** **Make checks payable to: Columbus Chapter, IAAP**

**Name:** **Company Name:**

**Email:** **Phone:**

**Check one:**  CHECK  DISCOVER  M/C  VISA *Save my credit card number for future reservations*

**Amount enclosed: \$** **Expiration Date:**

**Credit Card No:**

**Address for credit card:**

**Signature:**