



The Capital

Columbus Chapter
May 2010

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.

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.

Pam Newsome is the Customer Service and IT Coordinator for the Department of Adult and Community Education of Columbus City Schools as well as an Adjunct Instructor at Columbus State Community College. Pam has over 20 years' experience in the use of graphics and conducts seminars for local businesses, school and non-profit organizations.

Recertification points have been applied for.

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Upcoming Events—Chapter Calendar

May 06	Board Meeting—TBA (E. Pagliery, CPS)
May 18	Chapter Meeting—Upper Arlington Senior Center (B. Jackson, CPS/CAP)
June 08	Chapter Meeting—Embassy Suites Airport (B. Jackson, CPS/CAP)
July 07	Joint-Board Meeting—Anheuser-Busch (T. Curry, CPS/CAP)
July 18—21	Educational Forum & Annual Meeting – Boston, MA (T. Curry, CPS/CAP)

Linda Mettle, CAP our Ohio Division Treasurer sent a card wishing everyone a Happy Administrative Professionals Day!

Membership Communication

Congratulations to:

Our Chapter bowlers who raised \$710 for this year's *Bowl for Kids' Sake*.

Mark your Calendars! EFAM

July 18-21, 2010 Hynes
Convention Center
Boston,
Massachusetts

Registration is now Open!

Tuesday Evening Keynote
speaker is **Erin Brockovich**
Register by May
27 for early-bird



Proposed International Bylaws can be seen at the International website in the Members Place.

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Home/>

Benefit for 2010 Relay for Life

Max and Erma's is donating **20%** to the Relay for Life Worthington event for any lunch, dinner and/or carryout sales on May 19-20. Call (cell: 614.397.1856) or email Karon Dellinger (dellingerkaron@sbcglobal.net) with any questions.

President’s Message— Embracing our Chapter



Dear Members:

It’s time for all of us to **Embrace Change** and look to the future.

At the April meeting, Mike Perez provided us with *10 Tips from the Lectern* and how you can overcome your fear of public speaking. One of his recommendations was to practice. As a Board member, you get an opportunity to practice public speaking at every Chapter meeting. Tracy Metzger, CPS introduced the candidates for the 2010—2011 Board of Directors and we still have three positions open. Any one of those positions could **Help** you **Grow** into a better public speaker, meeting organizer, or even recruiter. All are traits you can employ at work or even as a learning tool for a future position. If you are interested in becoming a Board member, contact Tracy at tmetzger@bradyware.

On June 19, the Civic Committee is looking for volunteers to participate in the 2010 Relay for Life in Worthington, Ohio. If you are interested in participating, contact Karon Dellinger Chair of the Committee.

Our next Chapter meeting will be held on **May 18, 2010**, at **Upper Arlington Senior Center, 1945 Ridgeview Road.**

I look forward to seeing you then!

Elsa

Elsa Pagliery, CPS
2009-2010 President

Shirley Boyd SPHR our March speaker recommends *People Styles at Work* by Robert Bolton and Dorothy Grover Bolton as a must read.

CALL TO ACTION!

“You get out of an organization what you are willing to put in it.”

The company you work for depends on the talents of all employees to make them successful. The same is true for IAAP. We are a business and just like your company...we **NEED** a variety of talents, experience, and ideas to make us successful! With this being said, will **YOU** put your talents to work for us by serving on the Board, a Committee, or a project? Do you want to learn a new skill or step out of your comfort zone? Serving on the Board or a committee can help you do just that! Here is a list of committee opportunities for the 2010-2011 Chapter year:

Meetings/Programs	The purpose of the Committee is to plan monthly educational programs, locations and food for all Chapter meetings.
Income Committee	<i>The purpose of the Committee is to develop, promote and implement income generating projects to support the Chapter’s operating fund.</i>
History	<i>Records activities, maintains photographic record for inclusion in President’s scrapbook.</i>
Newsletter (<i>The Captial</i>)	<i>Responsible for compiling, editing, and sending to membership the Chapter newsletter.</i>
Civic	<i>Responsible for the Chapter’s community service activities.</i>
Web Site Editor	<i>Maintain Web Site</i>
Membership	Responsible for membership recruitment activities, orientation of new members, and monitoring retention.

I am looking forward to working with **each** member next year to ensure the future success of The Columbus Chapter. If you have any questions regarding any of the committees listed or what your commitment would be, please contact **Tamie Curry, CPS/CAP**, tamie.currycps@anheuser-busch.com or 614-847-6201.

Tamie Curry, CPS/CAP
President-Elect

How to Survive Workplace Re-entry

Submitted by: OfficeTeam



Starting a new job can be exciting, but it also can be nerve-racking, disorienting and confusing, especially when it comes to fitting in with your colleagues. In a recent survey conducted by OfficeTeam, nearly one-third of workers interviewed said acclimating to a different corporate culture poses the greatest challenge when re-entering the workforce after an extended absence.

You can make your transition smoother by learning as much as possible about your firm's culture before your first day. Asking questions of the hiring manager and connecting with current or former employees can help you understand the work environment, dress code and general policies.

Here are some tips for easing your way back into the workplace:

- **Attack tech terror head-on.** Intimidated by the amount of technical change that has taken place since you last touched a keyboard? Determine which software applications and other technology you will use on the job, then consider training courses to help you refresh your skills or learn new aspects of the programs. Great low-cost tutorials are often available online.
- **Switch gears in advance.** If you have been used to life without a commute and 8 a.m. calls, start getting acclimated to your new schedule. Begin at least a week in advance so you're comfortable with the routine by your first day.
- **Make new friends.** Introduce yourself to others on your team immediately. Coworkers can be the best resource for getting to know the ins-and-outs of your new employer. To break the ice, invite new colleagues to join you for lunch or coffee.
- **Keep your eyes open.** Pay close attention to how your new coworkers act in the workplace. Office culture is governed by many unwritten rules, and certain aspects — such as how people prefer to communicate — can only be learned through observation.
- **Be confident.** While it can take some time to feel comfortable in your new environment, try to project confidence in everything you do. Remember, you were hired for your experience and qualifications. If you believe in yourself, others will, too.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

News from Ohio Division:

"Diamond Celebration"



The Ohio Division Annual Meeting is now just over two months away and has time flown by! Please send in your registration before June 1 to avoid any late fees or if you wish to pay your registration with a credit card. After June 1, a \$20 late fee goes into effect and the Ohio Division board and the Ohio Division Annual Meeting Committee doesn't want you to miss out on the "Diamond Celebration!"

Registration forms can be downloaded via the Ohio Division website, www.iaap-ohio.org. Choose "Ohio Division—ODAM" from the Ohio Division links on the page. If you wish to pay your registration via credit card, you can also pay your registration fees on that same page, but please remember to also send in a copy of your registration form noting your online payment. Payments by credit card will only be accepted until June 1. After that date, all registration and late fees must be paid by check or money order.

Don't delay—we hope to see you June 25-27 at the beautiful Hilton Garden Inn in Perrysburg!

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

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

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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:

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Address for credit card: _____

Signature: _____