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Into Careers®*

The Rock Hill Area Chapter Newsletter

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International Association of Administrative Professionals®

2008-2009 Rock Hill Area Chapter Officers

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Debi Burt

Treasurer
Christine Shope CAP

2008-2009
Rock Hill Area Chapter
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Sara Hancock CPS

Bylaws and Standing Rules
Carolyn Smith CPS

Communications
Lavette Walden CPS/CAP

Membership
Sara Hancock CPS

Newsletter
Christine Shope CAP

Professional Development
Babette Sabia CPS/CAP

Programs
Debi Burt

Scrapbook
Christine Shope CAP

Yearbook
Babette Sabia CPS/CAP

A Message from the President

Hello TEAM! I want to thank each and every one of you for continuing your career path with IAAP. We are a great organization and have great members.



With the downward spiral of our economy the past few months we had to cancel our 5th Annual EOTY Program this year. Although this was disappointing, we will be announcing our EOTY winner at our January meeting. Please make sure to attend.

Most of you have heard that the South Carolina School for The Deaf and the Blind Rock Hill Center will be closing soon. I do not have an exact date yet but will keep everyone informed as soon as I know. Please keep in mind that we will need a new place to meet. Let me know if you have any suggestions.

Make sure you connect with your buddy. You never know when your call or email is just what they need. In order for our chapter to grow, we need to get out of our comfort zones and reach out to others. How much do you know about your buddy? Wouldn't you like a "friend" to think about you from time to time?

We did a great job last year and our chapter was recognized. It takes more than one or two people to continue moving our chapter forward. We need each and every TEAM member to attend meetings and take an **active role** in our chapter. Let's start attending our meetings and trying to help each other.

Debi W. Burt
Rock Hill Area IAAP President

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Membership

Sara B. Hancock CPS



We are off to a good start with attendance at our monthly meetings, but we need YOU. We've had some really good programs offering recertification points.

Our President has implemented a Buddy List this year. Have you contacted your buddy lately? If you don't know the buddy you've been assigned, contact Sara Hancock CPS (sbhcps@comporium.net) or Debi Burt (dburt@scsdb.org). Be sure to pick up extra copies of handouts at meetings to share with your buddy.

We continue to recognize our Administrative Professionals each month. Our July AP of the month was Lavette Walden CPS/CAP and our August AP of the month was Babette Sabia CAP. Who will be our September winner? Will it be you? The winner will be announced at our November chapter meeting. I hope to see you there.

The South Carolina Division Membership Growth and Retention Program have been emailed to all members. If you did not receive your copy, contact Sara for assistance.

Be sure to visit our website regularly, as well as the websites of the Division and International. The latest information can be found there.

Sara B. Hancock CPS
Membership Chair

MARK YOUR CALENDARS !!!

Spring Professional Education Conference

Gaylord Opryland Resort, Nashville, TN

March 9 - 11, 2009



2009 SCD Annual Meeting

Spartanburg Marriott at Renaissance Park, Spartanburg, SC

Saturday, May 15 - 17, 2009

CAP® / CPS® Exam Deadlines

MARK YOUR CALENDARS !!!

EXAM

May 1-2, 2009

November 6-7, 2009

DEADLINE

February 15, 2009

August 15, 2009

2009 International Convention and Education Forum Minneapolis Convention Center Minneapolis, MN

Convention Registration:

Registration for the 2009 Convention in Minneapolis will open in early April 2009. Full convention registration fees will range from \$495 to \$525 for early bird member rates.

Hotels and room rate information (hotel room rates do not include applicable taxes):

Hilton Minneapolis-- Headquarter Hotel

\$185/night, single/double
triple/quad @ \$20 per person

Hyatt Regency Minneapolis

\$178/night, single/double
\$203/night, triple/quad

Minneapolis Marriott City Center

\$178/night, single/double/triple/quad

Millennium Hotel Minneapolis

\$179/night, single
\$189/night, double



Happy Birthday!

December 6..... Colleen Siggins CPS/CAP
December 22..... Bettye Webb CPS



Happy Anniversary!

Bettye Webb CPS Nov 1989 19 yrs

Calendar of Events

- November 7-8 CPS®/CAP® Exams
- November 11 Chapter Meeting: "The Three L's of Life" Speaker - Tom Injaychock
- December 9 Chapter Social
- February 15 Deadline to register for May 2009 CPS®/CAP® Exams
- March 9-11 Spring Professional Education Conference, Gaylord Opryland Resort, Nashville, TN

Office Tips

Excel/Outlook Tips and Tricks



Zoom in on your data in seconds (Excel 2000/2002/2003)

If your mouse has a wheel, you probably use it to scroll up and down through lengthy worksheets. You may not realize that you can also use it to change the zoom percentage for your view of the worksheet.

To do so, hold down the [Ctrl] key and move the scroll wheel. Rolling the wheel down decreases the zoom percentage and rolling it up increases the zoom percentage. Note that if you're using Excel 2000, the zoom will only go up to 100 percent.

If you'd rather have your mouse wheel zoom by default, choose Tools | Options from the menu bar, switch to the General tab, and then select the Zoom On Roll With IntelliMouse check box. After you click OK, rolling the wheel zooms and rolling the wheel while holding the [Ctrl] key scrolls up and down the worksheet.

Let [Ctrl]Z become you best friend in Outlook (2000/2002/2003)

Pressing [Ctrl]Z reverses many actions in Outlook. For example, if you move a message to a different folder, delete a message, or type a sentence you don't want to include in an email, just press [Ctrl]Z to undo the action. You must press [Ctrl]Z, however, before performing any other action. This doesn't work for everything (i.e., you can't undo sending a message or meeting request), but give it a try next time you accidentally perform a step. You may be pleasantly surprised at the power of this handy little keyboard shortcut.

From New Horizons Business/Office Professionals eTips



Fundraisers

You can help increase the funds of our chapter through purchases of Current products. Each season the items change; so if you do not find anything you'd like to buy when you check their website, try again a few months later. Purchases can be made at www.currentfun.com, and our chapter will receive 50% of the total order before shipping and handling charges. After signing onto the website, click Start Shopping Now, make your selections, then select SC and Rock Hill Area Chapter IAAP upon checkout. Tell your friends and family members about this opportunity to help our chapter.



Family News

Debi Burt's newest grand-daughter was born October 21st at 12:32 pm. Lillian (Lily) Renea Odum weighed 5 lbs 11 ozs and 19 inches long. Both mom and daughter are doing fine.

Congratulations Debi !



Lily Renea Odum

Transmitting Light Through Your Actions

Are you a candle or a mirror? Most people are somewhere in the middle. This quote reminds us of the importance of our actions. The example you set (as a mirror) is a way of sharing how you feel based on your behaviors. Gossiping, complaining, and being pessimistic show those in your life that you are unhappy and feeling low. The same is true for the opposite behaviors. Positive, affirming comments transmit to the world that you are happy, friendly and optimistic. What is your mirror reflecting? Let your actions reflect your true beliefs and values.

Submitted by Sara B. Hancock CPS

International Association of Administrative Professionals®

Chapter Meetings

Held the 2nd Tuesday of each month
Program/Business Meeting: 6:30pm

Location: SC School for the Deaf & Blind
197 Piedmont Blvd, Suite 202
Rock Hill, SC 29730

Chapter Chairs Contact Information

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WE'RE ON THE WEB!



WWW.ROCKHILLAREA-IAAP.ORG

The Rock Hill Area Chapter was chartered in June 2003 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 15 chapters of the South Carolina Division.

To get additional information about the chapter or discuss membership, contact Sara Hancock CPS via email, sbhcps@comporium.net.

Companies Represented in the Chapter

- Abbott Laboratories
- Blanchard Machinery Company
- Citicorp Trust Bank, fsb
- Communities in Schools of Charlotte
- Family Trust Federal Credit Union
- First Presbyterian Church Lancaster
- Mecklenburg County Dept of Social Services
- Time Warner Cable
- South Carolina School for the Deaf and the Blind
- Winthrop University
- York County Regional Chamber of Commerce
- York Technical College
- **This space reserved for your company!**

