

The Calgary Exchange



JANUARY 2012

INSIDE THIS ISSUE ...



▶ 2011-2012 CALGARY CHAPTER EXECUTIVE AND COMMITTEE CHAIRS.....	1
▶ MEMBER OF EXCELLENCE (MOE).....	1
▶ CHAPTER MEETINGS LOCATION	1
▶ WORD, TIPS AND TRICKS.....	2,3,4
▶ "DEAR EXCHANGE".....	5
▶ THE CALGARY CHAPTER NEEDS YOU	5
▶ SURVIVE IN THE OFFICE WITH CONFIDENCE	6
▶ NEXT MEETING DATE REMINDER	7
▶ CDC 2012 / EFAM 2012.....	7
▶ NEWSLETTER PUBLICATION DATES.....	7
▶ TURNER TIP	8
▶ IAAP CORE VALUES	8
▶ DID YOU KNOW, MEETING SAVINGS CARD	8
▶ UPCOMING EVENTS.....	9

2011-2012 Calgary Chapter Executive

If you have any suggestions, questions, concerns or require any additional information, please contact the following individuals.

President: Cheryl Gathercole, CAP-OM

Treasurer: Lucinda (Cindy) Sharlow, CAP-OM

Director: Marianne Velcic

Your 2011-2012 Committee Chairs are:

Bylaws: Cheryl Gathercole, CAP-OM

Membership Chair: Karen Savinkoff

Communications Chair: Jen Makin

Website Chair: Marianne Velcic

Newsletter: Terri Peters, CAP

Please Note: there are additional Board and Committee Chair positions open and available. If you are interested in filling a position and being more involved in your Chapter, please advise your Calgary Chapter Executive.

Have you signed the Member of Excellence Commitment Form yet?

If you haven't already signed your Member of Excellence (MOE) Commitment Form, sign it today and start checking off criteria that you have already achieved. Here are some reasons why you should strive to become a Member of Excellence for the 2011-2012 term.

Do it for Your Career!

- ⇒ Become a Member of Excellence to show your employer that you strive for professional excellence
- ⇒ Continuing education / improving your skills / becoming a more valuable employee
- ⇒ Display certificate during performance evaluation
- ⇒ Request a letter from your Chapter President or Western Canada Division President be sent to your employer for additional recognition

Do it for Your Future Employment!

- ⇒ Use "Member of Excellence" achievement on your resume and portfolio
- ⇒ To be recognized for the pursuit of education and excellence in your profession

Do it for Your Association!

- ⇒ Your Chapter needs 7% of its members to be MOE's to achieve the Chapter of Excellence
- ⇒ Your Division needs 7% of its members to be MOE's to achieve the Division of Excellence

Sign your Member of Excellence Commitment Form today, and by doing so you will have completed Criteria #2, and only need to complete 7 more!



CALGARY CHAPTER MEETINGS
LOCATION: 35th Floor Conference Centre - International Hotel Calgary (220—4 Avenue SE)
MEETING DATES: Every 2nd Wednesday of the Month (September to June)
MEETING START TIME: 5:30PM



Microsoft Word - Tips and Tricks: a portion of what was presented by Gini Courter of Triad Consulting at EFAM 2011 in Montreal

INSERTING EVERYTHING

Think of your document this way: text (including body text and headings) and stuff you can insert. From pictures and SmartArt to tables, headers and footers, everything that's not regular text is on the Insert ribbon.



When you insert many of the items from this ribbon, a Tools tab opens at the right end of the ribbon. Some of the tools are displayed on multiple tabs.

INSERTING A COVER PAGE

Choose a Cover Page from the gallery on the Insert Ribbon. The page will be added to the beginning of the document.

INSERTING A TABLE

Position your cursor then click the Tables down arrow and choose the number of columns and rows. The Table Tools tab automatically appears above the right end of the ribbon. Note that there are two new ribbon tabs: Design and Layout.

ADDING PAGE NUMBERS

To add page numbering to your document, click the Insert tab then choose Page Number in the Header & Footer group to choose a position for page numbers. Choose Format Page Number to change the appearance of the numbering.

CREATING HEADERS AND FOOTERS

To add a header or footer (that can also include a page number) click the Insert tab then choose Header or Footer Header & Footer group. Choose a header or footer. The header or footer will be added, and available for editing. When you have finished editing the header or footer, click the Close Header & Footer button at the right end of the ribbon.

Microsoft Word - Tips and Tricks: Cont'd

You can switch to the Home tab to format the header or footer text. When you are finished, click the Header & Footer Tools tab above the ribbon, then click the Close Header & Footer button.

To delete a header or footer, double click in the header or footer to display the Header & Footer Tools tab. In the header gallery or footer gallery choose Remove Header or Remove Footer.

SAVING QUICK PARTS

Quick Parts are pieces of formatted text you want to reuse: a signature block, for example. Create and format your text then hold Alt+F3. Save the text in the Quick Parts gallery in the Text group on the Insert tab.

REFERENCES

Footnotes, endnotes, and tables aren't just for academic documents. References add authority to any type of document.

GENERATING A TABLE OF CONTENTS

Tables of Contents rely on your use of heading styles. Before creating a table of contents, make sure that you are using Heading 1 for the highest level in the table of contents, Heading 2 for the next level, and so on. A quick way to check your use of heading styles is to right click the Heading style in the Styles gallery, then choose Select All n Instances.

With your heading styles all applied, follow these steps to create a Table of Contents:

1. Click in your document where you want to insert the Table of Contents.
2. Click the References tab. In the Table of Contents group, click Table of Contents.
3. Choose the style of Table of Contents you wish to insert, or choose Insert Table of Contents to specify formatting including tab leaders and page numbers.

After you've edited your document, page numbers and headings may change. To update your Table of Contents right click in the table and choose Update Field, or choose Update Table from the Table of Contents group on the References tab.

INSERTING FOOTNOTES AND ENDNOTES

The References tab includes tools for Footnotes, Endnotes, Citations, Bibliographies, Indexes, and four types of tables.



Microsoft Word - Tips and Tricks: Cont'd

To insert a footnote or endnote:

1. Position the insertion point where you want the footnote or endnote reference to appear – usually at the end of the text you're noting¹.
2. On the References tab in the Footnotes group, click Insert Footnote or Insert Endnote.
3. Enter the text for your footnote or endnote, then click back in the document and continue typing your text.

CREATING TABLES OF FIGURES, TABLES, EQUATIONS

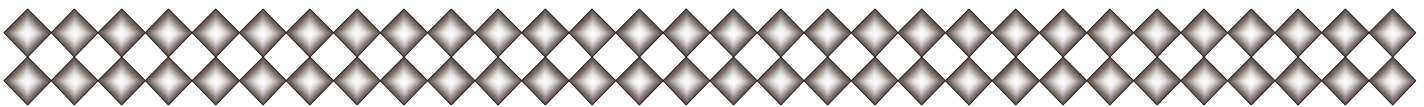
The Table of Contents relies on Styles. Tables of Figures, Tables of Authorities, and Indexes require more than heading styles – you must insert references to mark the text you want to include in your table.

You can insert three different types of tables of figures: tables, figures, and equations. Each type uses a different caption. To insert a caption:

1. Select the figure, equation, or table that you want to reference.
2. On the References tab in the Captions group, click Insert Caption to open the Insert Caption dialog box.
3. Choose a Label (Figure, Table, Equation) and position for the caption. Enter any other text that you want in the label after the text provided.
4. Click OK.

With your captions in place, you create a Table of Figures, Equations, or Tables just like you create a Table of Contents.

1. Click where you want to insert the reference table.
2. On the References tab in the Captions group, click Insert Table of Figures.
3. In the General section of the Insert Table dialog box, choose the appropriate label for the type of table you're creating.
4. Click OK.



Gini Courter and Annette Marquis of Triad Consulting are well known and respected presenters of technology education sessions at IAAP Events. If you are attending EFAM 2012, be sure to look for the technology education sessions offered by them - you won't be disappointed!



“Dear Exchange”

As mentioned in our in past editions of our Newsletter and at our Monthly Chapter Meetings ... we have added a new column to our newsletter this year. Below please enjoy our third instalment of “Dear Exchange”. Please submit your questions for “Dear Exchange” to our Newsletter Editor, Terri Peters, CAP at terri.peters@shaw.ca.

Dear Exchange,

I have been thinking about supporting my Chapter by volunteering for a position. What is the best way to express my interest?

- submitted by, Ready To Make A Difference.

Dear Ready To Make A Difference,

This is an excellent step towards your own personal development and growth. Volunteering to take either an officer position on the Executive Board of your Chapter or taking on a Committee Chair position within your Chapter will benefit both you as well as your fellow Chapter Members.

Taking on an Officer position on the Executive Board will increase your awareness of the Chapter and will also provide you with skills that you may have always wanted to possess or will increase the capacity of the skills you already have. Taking on a Committee Chair position within the Chapter will get you more involved in a specific area of the Chapter and the benefits to both you and your Chapter Member become endless.

Express your interest by contacting the Chapter President. Nominations for positions will be voted on at the May Meeting which is the Annual General Meeting of the Calgary Chapter.

- Congratulations on your decision to support your Chapter, The Calgary Exchange!

The Calgary Chapter Needs You ...

Are you interested in professional growth while assisting the Calgary Chapter and its members?

The Calgary Chapter has the following positions on the Executive Board open, Vice President, Secretary and Director.

There are also several Committee Chair positions open in the Calgary Chapter. The open Committee Chair positions are as follows: Certification Chair, APD Event Chair, Program Chair, Ways and Means Chair, Research and Education (R&E / RTF) Chair.

If you are interested in one of the many positions listed above, please contact the Calgary Chapter President - Cheryl Gathercole, CAP-OM at president@iaap-calgary.org.



***NEW Monthly Feature – Self Confidence Building At Work ...
Tips to Survive in the Office with Confidence***

- provided by Valentina Kordi, Executive & Life Coach (www.valentinalifecoach.com)

Each month in the Calgary Exchange you will receive a tip or two to Survive in the Office with Confidence.

We hope you enjoy this new feature.

TIP 6: PREPARE YOURSELF FOR MEETINGS

- ◆ **A meeting is the time of your work day where you have the chance to express your opinion, present facts and analyze figures in reports or present an idea you may have on how to improve a work procedure or change a routine that will decrease the company's expenses.**
- ◆ **However, instead of taking this opportunity to show your competence and share your knowledge and experience with your co-workers, meeting times are torture for you. Most of the time this is because of lack of preparation or lack of confidence to speak to a group of people. So, ask yourself: what is it that causes you negative feelings about a meeting?**
- ◆ **After finding the root of anxiety and fear, take the time to prepare properly. Gather as many facts as you can, and have in hand all the information needed and answers to probable questions.**
- ◆ **Furthermore, prepare the presentation of your idea or proposal and make enough practice attempts, until you feel comfortable with conducting it in the meeting room.**



Our Next Meeting ... We hope to see you there.



***** FEBRUARY 8, 2012 *****

Business Etiquette

**Presenter: Michelle Zahayko,
Western Canada Division Treasurer**

Recertification Point: TBD

Canada Divisions Conference - JUNE 7-9, 2012 Kitchener/Waterloo, Ontario

Make plans to attend the 2012 Canada Divisions Conference (CDC)! CDC Brochure is now available, if you haven't received a copy of the brochure, you can find a copy of it on the Western Canada Division website at <http://www.iaap.ca/WesternCanada/MeetingsandEvents/>.

Education and Annual Forum (EFAM) - JULY 22-25, 2012 Grapevine, Texas

The 2012 Education Forum and Annual Meeting will be held at the Gaylord Texan Hotel and Convention Centre in Grapevine Texas. Hotel room reservations are now open, plan to attend and reserve your room today.



<http://www.iaap-hq.org/news/hotel-reservations-2012-efam-now-open>

Newsletter Publication Dates

The deadline for newsletter article submissions is the 12th of each month.
The newsletter will be published on or around the 15th of every month.

**Send your newsletter submissions to:
Terri Peters @ terri.peters@shaw.ca**



TURNER EFFICIENCY COACHING



TURNER TIP

Accomplish more in less time

Stay on top of the Social Media Stream

Stop feeling overwhelmed and out of control. If you've got sticky notes scattered about, to-do lists jotted down everywhere, merge them together:

1. Review business social media on company time, and personal on your own time.
2. Follow tweets of useful job related information
3. Set aside maximum 3 10-minute times daily to stay connected (e.g., am, noon, pm)
4. Stay focused. Make notes or Task items of interest

Karen Turner
Company
Founder



Social Media Successfully

Social Media can be a powerful business tool when used with this strategic approach:

- Choose what and who to follow according to relevance to your field
- Stay focused while following
- Note next steps/follow up if needed

This will keep you on task and able to use the information to your best advantage.

Strategically Utilize Social Media Save Time – Live Your Passion!

Karen Turner, Turner Efficiency Coaching

Did You Know?

A survey revealed that 22% of time spent online (by adults) is attributed to visiting a social networking site. 55% of users have one or more social network profile.

-www.socialmediaexaminer.com

DID YOU KNOW...



When paying via PayPal for your Chapter Meeting Fees, you pay an additional \$2.00 for service fees.

Have you thought about purchasing the Calgary Chapter Meeting Savings Card for meetings in the 2011-2012 term, starting with our next Meeting.

By purchasing this Savings Card, you will achieve a cost savings of \$25 as the card entitles you to 5 Calgary Chapter Meetings at the reduced rate.

Contact:
treasurer@iaap-calgary.org

IAAP Core Values

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.



Upcoming Events, Mark Your Calendar

- February 1, 2012* *Executive Board Meeting*
- February 8, 2012* *February General Chapter Meeting*
- March 4-7, 2012* *IAAP Spring Conference - Las Vegas, NV*
- March 7, 2012* *Executive Board Meeting*
- March 14, 2012* *March General Chapter Meeting*

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Items noted on the calendar above in **ORANGE**, pertain to all members.
 Items noted on the calendar above in **PURPLE**, pertain to the Board of Directors only.
 Items noted on the calendar above in **PINK**, pertain to all members and denote our Chapter Orientation Dates.

**Looking forward to seeing you on
February 8, 2012!**

