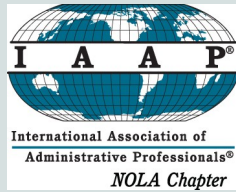


A Professional Development Program Hosted by NOLA Chapter



Directions to Portobello Catering:

From Baton Rouge/Kenner:
Take Bonnabel Blvd. Exit off of I-10;
Stay Straight to go onto S Service Road E.
Turn Left onto Bonnabel Blvd.
Turn Right onto Veterans Blgvd
Turn Right onto E. Williams David Pkwy.,
400 E. William David Pkwy is on the right.

From New Orleans:
Take the Bonnabel Blvd., Exit off of I-10;
Turn Right onto Bonnabel Blvd.
Turn Right onto Veterans Blvd;
Turn Right onto E. William David Pkwy.
400 E. William David Pkwy. is on the right.



**NOLA Chapter IAAP®—
Enhancing Professionalism
And Education**

About our association.....

The International Association of Administrative Professionals® (IAAP®) is the world's largest association for administrative support staff with 600+ chapters and 26,000+ members and affiliates worldwide. For more than 60 years, IAAP® has provided up-to-date research on office trends, cutting-edge publications including its award-winning magazine *OfficePro*, outstanding seminars and conferences, one certification program, the Certified Administrative Professional®, an Organizational Management specialty exam, and top-notch resources to ensure administrative professionals enhance their skills and become more effective contributors to their employers.

NOLA Chapter was installed December 3, 1953 by Pelican Chapter with 13 charter members. Members of our chapter have served and are serving on varying levels of our association. Consequently, we have been and continue to be a very dynamic, progressive and innovative chapter. There is a wealth of knowledge, professionalism and talent in our membership. Our chapter focuses on education, networking, and professional development.

We meet on the second Tuesday of the month. Our meetings consist of networking, dinner, a business session, and an educational presentation. Most of our educational presentations are eligible for Recertification Points, which we actively pursue.

NOLA Chapter also conducts semi-annual seminars and quarterly social events. We encourage active membership in order to receive the greatest benefit. Membership in NOLA Chapter is a growth experience.

For more information please visit our website at www.iaap-nola.



NOLA Chapter



REMARKABLE: (rĭ-mär'kə-bəl)
adj. 1. Worthy of notice. 2. Attracting notice as being unusual or extraordinary

NOLA Chapter IAAP® wants to give you the resources to commit to your career; improve and expand your skillsets; become a valued team member with management, and ensure you leap to remarkable heights.

Earn 4 Recertification Points.

Saturday, February 4, 2012

8:30 AM—1:30 PM

Portobello Catering

400 E. William David Pkwy.

Metairie, LA 70005

Check-in and networking
begin at 8:30 AM

Leaping to Remarkable using Basic Power Point and Beginning to Intermediate Excel

Come learn some Tips and Tricks plus check out the New Features. In Basic Power Point 2007.

- First Steps in PowerPoint 2007
- Creating Your First Presentation
- Using Views
- Using Themes
- Inserting Objects
- Securing and Printing Presentations
- Distributing Presentations
- Exploring the Enhancements

Beginning to Intermediate Excel 2007. Most people are familiar with prior versions of Excel but with the new functionality that the 2007 version brings it has changed how we look at the software. We will explore some of the new enhancements plus look at some quick shortcuts that will assist us in our day to day operations and getting the most out of what it has to offer. Formatting Charts and Tables; Work with the Ribbon and Contextual Tabs; Quick Access Toolbar; Viewing Spreadsheets Differently; Special Formatting; Working with Data/Filtering; Conditional Formatting.



MEET THE PRESENTER: TINA WIGGINS, CAP-OM:

Tina has over 27 years of experience in human resources, event management, information technology, and executive administration. Currently she is working as the Executive Assistant to the Vice President and Chief Information Officer for Huntsman. She joined IAAP, the Woodlands Area Chapter in 2002. Tina received her CPS designation in 1990, recertified in January, 2005 and February, 2009 and her CAP designation in November 2009. Tina is currently serving as the 2011-2012 Texas-Louisiana Division President-Elect. Over the past 9 years, she has served the T-L Division and Woodlands Area Chapter in numerous officer and committee positions. Tina and her husband Dan have been married for 29 years and have two beautiful daughters and three amazing grandchildren. She enjoys flying, bowling and spending time with her family.

Leaping to Remarkable using Advanced Excel



In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. (Second Edition)

Presenting Data Using Charts: Create a Chart- Modify Charts- Format Charts Analyzing Data Using PivotTables and Pivot Charts: Create a Pivot Tale Report, Analyze Data Using Pivot Charts Inserting Graphic Objects: Insert and Modify Pictures and Clipart, Draw and Modify Shapes, Illustrate Workflow using Smart Art Graphics Layer and Group Graphic Objects



MEET THE PRESENTER: ERIC BLAND, MCT, MCSE, MCITP, MCTS, MOS, CCNA, Security+, Network+, A+ , Server+ Senior Technical Instructor:

Eric is an enthusiastic, knowledgeable trainer with over ten years experience teaching in the computer field. Eric's primary focus has been training on Microsoft products. He holds numerous Microsoft certifications including MCT, MCSE, MCDST, MCTS, MCITP, and MOS. In addition to his Microsoft certifications, Eric has also achieved many CompTIA certifications including A+, Network+, Security+, Server+ and CTT+. He is also a Cisco Certified Network Associate (CCNA). Relevant field experience was gained thru a multitude of projects for higher education, healthcare institutions and private industry. These projects included WAN design and implementations, security evaluations and curriculum development. Eric's competence shows in his confident yet jovial teaching style students enjoy.

Registration Information

Fee includes Full Breakfast Buffet and door prizes.
Earn 4 Recertification Points.

Name _____

Address _____

City/State/Zip _____

(_____) _____

Phone _____

Email _____

IAAP MEMBER: \$25.00 \$ _____

Chapter: _____

Non-IAAP Member:\$30.00 \$ _____

Amount Enclosed: \$ _____

(Attendance will not be confirmed until payment is received.)

I would like additional information on NOLA Chapter.

Please forward registration information and check made payable to:

NOLA CHAPTER IAAP®

Attn: Catherine Glavina

1816 Roosevelt Dr.

Metairie, LA 70001

For questions or additional information, contact Cathy Glavina at cglavina@att.net

REGISTRATION DEADLINE: February 1, 2012

CANCELLATION DEADLINE: February 1, 2012