



Sizzling Secrets of Office 2007

March 10, 2012

9:00 a.m. – 3:30 p.m. (check-in begins at 8:30)

Location OSF St. Joseph Medical Center
Business and Conference Center
2200 East Washington Street
Bloomington, IL 61701

Attire Casual or Casual Business Attire

Cost \$50.00 for IAAP Members, \$60.00 for non-members
Learn more at www.iaap-illinoisdivision.org
Add \$15 if walk-in without prior registration
Includes lunch!

Discover the sizzling secrets of Microsoft Office 2007! This seminar will cover many different features and functions of the software that will help you to immediately be more effective on the job.

Topics Captivating Forms in Word
Charming Chart Secrets to Help You Succeed in Excel
Wonderful One Note
Purposeful PowerPoint Animations That Wow
Tempting Tips and Tricks for Higher Productivity

Instructors Dewoun Hayes, MAEd, CAP
Marie Herman, CIWD, ATM-S
Lisa Olson

Online Registration available! <https://secure.jotformpro.com/form/1348213905>

This seminar has been approved for five CAP recertification points.



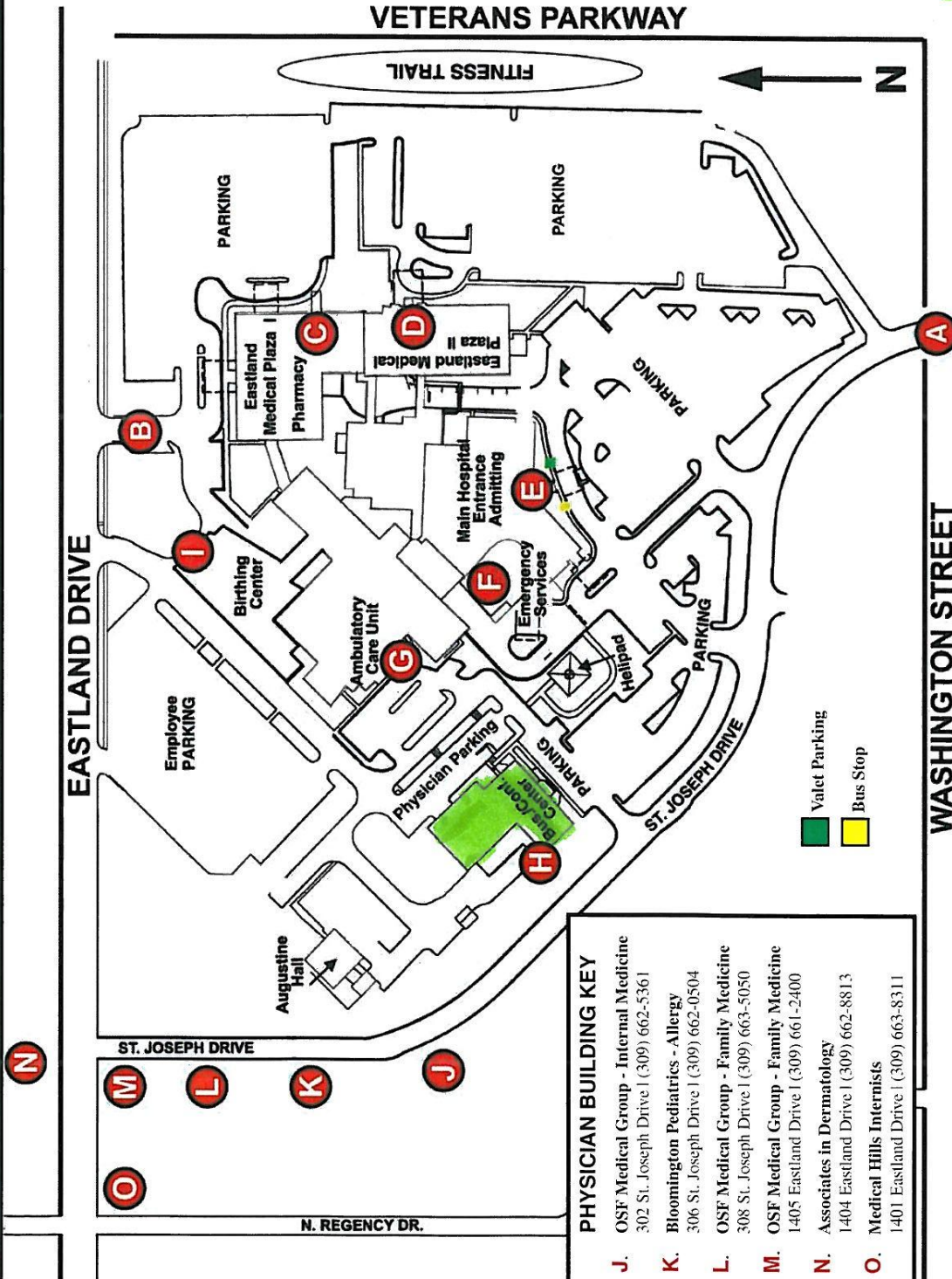


ST. JOSEPH MEDICAL CENTER



Campus Map

Updated August 1, 2011



PHYSICIAN BUILDING KEY

- J.** OSF Medical Group - Internal Medicine
302 St. Joseph Drive | (309) 662-5361
- K.** Bloomington Pediatrics - Allergy
306 St. Joseph Drive | (309) 662-0504
- L.** OSF Medical Group - Family Medicine
308 St. Joseph Drive | (309) 663-5050
- M.** OSF Medical Group - Family Medicine
1405 Eastland Drive | (309) 661-2400
- N.** Associates in Dermatology
1404 Eastland Drive | (309) 662-8813
- O.** Medical Hills Internists
1401 Eastland Drive | (309) 663-8311

BUILDING COMPLEX KEY

- A.** Washington Street Entrance
Admitting
Business and Conference Center
Bus Stop
Center for Advanced Medicine
Eastland Medical Plaza I and II
Emergency Department Entrance
Inpatient Registration Parking
Outpatient Laboratory
Valet Parking
Visitor Parking
- B.** Eastland Drive Entrance
Eastland Medical Plaza I
Eastland Medical Plaza II
- C.** Eastland Medical Plaza I
HeartCare Midwest
Human Resources
Mammography
Neurodiagnostics
OSF Weight Management
Pharmacy
Pulmonary and Sleep Medicine
Rehabilitation
Rheumatology
SurgiCenter
- D.** Eastland Medical Plaza II
Occupational Health
PromptCare
- E.** Main Hospital Entrance
Admitting
Bus Stop
Cardiopulmonary Rehabilitation
Center for Healthy Lifestyles Classroom
Information Desk
Outpatient Laboratory
Patient/Visitor Entrance
Valet Parking
- F.** Emergency Department Entrance
- G.** Ambulatory Care Unit Entrance
Infusions, Injections, Hydrations
Outpatient Surgery
Transitional Care Unit
- H.** Business and Conference Center
Materials Management
Patient Accounts
- I.** Birthing Center Entrance

OSF St. Joseph Medical Center

2200 East Washington Street • Bloomington, IL 61701 • (309) 662-3311

www.osfstjoseph.org



**Illinois Division of the
International Association of Administrative Professionals
Technology Seminar
March 10, 2012
9:00 a.m.—3:30 p.m. (8:30 a.m. check-in)**



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Business and Conference Center
2200 East Washington Street
Bloomington, IL 61701**

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Name _____ Credentials _____

Name for Badge (if different than above) _____

IAAP ID Chapter Name _____

Home/Business Address (please circle) _____

City _____ State _____ Zip _____

Company Name _____

Business Phone _____ Home Phone _____

Email _____ Fax: _____

Dietary/Other Restrictions (Medical/Religious only)*

Please Specify _____

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please include this information with your registration.

Deadline for cancellation is March 2, 2012. All requests for cancellation must be in writing and received by March 2.

Registration Fee ***includes box lunch*

This educational seminar has been approved for five CAP recertification points.

Please send registration form and check in the amount of \$50 for members or \$60 for non-members, made payable to:

IAAP of Illinois, Inc. (IAAP Tax ID #51-0245970) and mailed to
Lisa Olson ■ 1207 Andria Court ■ Naperville, IL 60563

Proceeds benefit the Illinois Division.