

North Coast Breeze

A publication of the North Coast Chapter of the International Association of Administrative Professionals®

www.iaap-northcoast.org



Connie's
Chatter

Corned beef on rye, cabbage and the wearing of the green are all signs of Saint Patrick's Day. Every year the Saint Patrick's Day Parade marches right in front of my building. Although in the past, I could only catch a glimpse of it, I plan on being Irish for at least an hour to enjoy the festivities.

For those of our members that missed the February meeting, Anthony Gologanoff, from Playhouse Square, told us about the CEO Program they are offering to everyone. This program will allow you to purchase upcoming events at a reduced cost. Guess what the best part is? It is absolutely free. I will email you information soon explaining how you can take advantage of this offer.

The North Coast Chapter will be hosting the next Lake Erie LAN meeting on Saturday, March 19 at Eaton Corporation located on Curtis Blvd off of Rt 91 & Rt 2. Continental breakfast begins at 9:30 am followed by the meeting from 10:00 to noon. It would be nice to show a good representation of our members since we are the hosts. This meeting provides you the opportunity to meet, network, voice concerns and hear what the other chapters are doing. So set your alarms early for that Saturday morning and join us.

The Board is working on booking a speaker for the APW event. We welcome all ideas. If you would like to help us out, please contact any Board member. We are also looking for door prizes for this event. In combining our

event with another Community Service project, there will be someone from "Dress for Success" to talk to us. Please remember to bring in your donations that day.

Vicki Galecki CPS/CAP has been working with her Scholarship Committee and they have sent out the scholarship applications to area schools. Did you see our announcement on the front page of the News Herald this past week? I am hoping that Vicki gets some additional interests from this publicity. Deadline for applying is March 31. Please forward the application to anyone you think may be interested. Any questions, please contact Vicki.

ODAM is approaching, so please book your room if you haven't already. This year it will be held at the Bertram Inn in Aurora. It will be a weekend of great speakers, networking and fun. Registration should open up soon. Contact Sue Zacher CPS/CAP, Co-Chair, if you would like to help out. Hope to see you there.

Who do you feel would make a good leader for our Chapter? The Nominating Committee needs members to step up. There are available positions on the Board for 2011-2012. How about some new faces? Please consider holding a position, we cannot do this alone.

Our next meeting is March 9. Renee Ferritto CPS/CAP will present "Grace Under Fire". You will receive a recertification point for this presentation.

See you at our March 9 meeting.

Happy Saint Patrick's Day!

Connie

President



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International Association
of
Administrative Professionals®



North Coast Chapter Meeting

March 9, 2011

"Grace" Under Fire

Our own North Coast Chapter Vice President,
Renee Ferritto, CPS/CAP
will present a workshop demonstrating how we can
perform with grace while under fire

Schedule for the Evening

- 5:30 PM - Networking
- 6:00 PM - Buffet Dinner
- 6:30 PM - Speaker
- 7:30 PM - Business Meeting
- 8:00 PM - Adjourn

Cost (Includes Buffet Dinner)

- IAAP Member - \$18.00
- Non Member - \$18.00
- *** MARCH SPECIAL ***
- Purchase a regular price meeting at \$18 and bring a guest for only \$12

Where: The Kirtlander Party Center (Side Entrance)
9270 Chillicothe Road (Route 306)
Kirtland, OH (Appx 1.7 Miles South of I-90)

Complete the registration form at the bottom. Checks and registration must be received no later than Friday, March 4 at 8:00 PM. Cancellations must be made no later than Friday, March 4, at 8:00 PM. Cancellations after the deadline are NON-REFUNDABLE. Substitute registrants and guests are welcome. Please call 440.543.3739 for information.

We look forward to meeting you!

Make checks payable to: North Coast Chapter, IAAP

Forward check & registration form to: Bridget Fenjac, 15800 Messenger Rd, Burton, OH 44021

- IAAP member \$18 per person
- Non-member \$18 per person
- Mar Guest Special \$12**
- Receipt Required

NAME (please print) _____

MARCH GUEST OF (if applicable) _____

WHERE DID YOU HEAR ABOUT US? _____

COMPANY / ORGANIZATION _____

ADDRESS (non members) _____

DAYTIME PHONE (everyone) _____



Membership News

IAAP-HQ has just announced a special, rare, opportunity for past members to rejoin! Between now and March 31, any former member who has dropped from active status within the last two years may rejoin and the \$15 reinstatement processing fee will be waived. If you know any of our former members who may wish to rejoin, please tell them about this opportunity! There won't be a better time to come back to the best organization for office professionals! This offer is only for reinstating former members; new members joining will still need to pay the processing fee as usual. If you have any questions, contact Membership Chair Cyndy Sleight CPS/CAP at csleigh@suite224.net.

Just Click to Respond . .

This is to remind you that when you see the monthly meeting Evite come into your e-mail inbox, it takes only a moment to look at it and give your response with a simple click.

Many of you don't bother to even respond, so please be considerate and click YES or NO on the Evite, so that the Board will know.

North Coast Chapter IAAP 2010 - 2011 Speakers

Date	Topic / Event	Speaker / Location
March 9, 2011	<i>Grace Under Fire</i> <i>(an IAAP Workshop)</i>	Renee Ferritto, CPS/CAP \$0 - 1 Pt
April 13, 2011	APW Community Service - Suit Yourself	
May 11, 2011	Annual Meeting & Scholarships	Vicki G.
June 8, 2011	<i>Installation of Officers</i> <i>Ohio Division Update</i> Susan.Straub@davey.com	Sue Straub CPS/CAP OD President-Elect 2010-2011 \$0

Contact: Renee Ferritto
Vice President - North Coast Chapter
reneeferritto@eaton.com

Subject to Change



MARK YOUR CALENDARS!

Lake Erie LAN Meeting
Hosted by North Coast Chapter
Saturday, March 19

Eaton Corporation (CR TCC-Main)
34899 Curtis Blvd
Eastlake OH 44095

More details to follow via an evite.



MARK YOUR CALENDARS



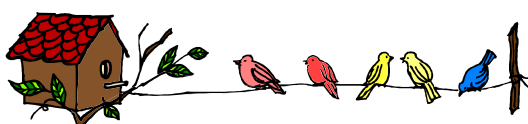
MARCH	2011
4	Reservation deadline for the March chapter meeting.
6-9	Spring Conference at the Hyatt Regency in Tampa, Florida.
9	"Grace Under Fire" will be presented by Renee Ferritto CPS/CAP.
9	Ash Wednesday
13	Daylight Saving Time Begins
17	St. Patrick's Day
19	Lake Erie LAN Meeting at Eaton Corporation, Eastlake, Ohio.
20	First Day of Spring
31	Deadline for scholarship applications.
APRIL	2011
1	All Fool's Day
8	Reservation deadline for the April chapter meeting.
13	APW Celebration Community Service - Dress for Success.
15	Tax Day
17	Palm Sunday
19	Passover
22	Good Friday and Earth Day
24	Easter
27	Administrative Professionals Day
29	National Arbor Day
MAY	2011
5	Cinco de Mayo
6	Reservation deadline for the May chapter meeting.
6-7	CPS/CAP Exams
8	Mother's Day
11	Annual Meeting and Scholarships.
30	Memorial Day



Don't forget







Daylight Savings Time





MARCH BIRTHDAYS



Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	 ASH WEDNESDAY	10	11	12
 it's DAYLIGHT SAVINGS Time!	14	15	16	 SAINT PATRICK'S DAY	18	19
 Spring	21	22	23 Donna Fabiny	24	25	26
27 Christine Sebrasky	28	29	30	31		



Celebrating Chapter Anniversaries

Doniella Ligon	4 years	2007
Eileen Simpson CPS/CAP	8 years	2003
Andrea Zacher	14 years	1997
Pamela Znidar	3 years	2008



PASSION & PURPOSE

OHIO DIVISION ANNUAL MEETING

June 24-26, 2011



May 2011



April 2011



March 2011

You are so LUCKY!



This month, we're giving you a speaker sneak-peak
Visionary Leadership presented by Bill Beausay

February 2011

You'll ♥ the ODAM 2011!

Be sweet to yourself and reserve your room today!

Don't wait! Less than 5 months until ODAM 2011

COUNT DOWN to ODAM 2011

Bertram Inn, Aurora, Ohio

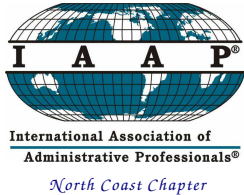


To make reservations online:

- Visit www.thebertraminn.com and click on the "Reservations" button at the top of the screen.
- Then select "Groups" below the center box. When asked, type in "IAAP" as the attendee login to see rate and room information for the official room block.
- Reservations may also be made by calling the hotel at 1-877-995-0200 and mention that you are with the IAAP Group.
- The hotel rate is \$109 per night plus taxes.

For any additional questions, please contact:

ODAM 2011 Co-Chairs Janis Hittle, CPS/CAP, at janis.hittle@davey.com or janhittle@gmail.com, or Sue Zacher, CPS/CAP, at susan_zacher@beminc.com.



North Coast Chapter

Serving Office Professionals throughout Lake, Geauga, and Ashtabula Counties

February 2011

ADMINISTRATIVE PROFESSIONAL SCHOLARSHIP ANNOUNCEMENT

The North Coast Chapter of the International Association of Administrative Professionals® (IAAP) annually awards scholarships to qualified applicants of Lake, Geauga, and Ashtabula counties who are pursuing careers as office administrative professionals. Two scholarships, a \$1,000 and a \$600 scholarship, will be awarded in 2011. These scholarships are based on professional goals, academic achievement, and financial need. To become a scholarship recipient, you must meet the criteria and qualifications specified with the North Coast Chapter IAAP® (NCC IAAP) Scholarship application. Scholarship funds, approved by the Scholarship Committee, may be used for tuition, lab fees, and/or books directly related to attending school in the Fall Semester 2011. The scholarship will be paid directly to the approved attending school.

To apply, completion of a two page application and a written 200 word essay is required. To help determine eligibility for the scholarship, it is important that the answers are complete and that all requested information be included. The process includes a personal interview of select qualified applicants with the Scholarship Committee in April. If selected as a recipient of a scholarship award, attendance is required for the Scholarship Award presentation at the NCC/ IAAP May 11, 2011 (evening) Chapter meeting. **SIGNED APPLICATION AND ESSAY MUST BE POSTMARKED OR E-MAILED NO LATER THAN THURSDAY, MARCH 31, 2010.**

Interviews will be conducted on Saturday, April 16, 2011 at the Mentor Public Library.

To obtain an application, please contact North Coast Chapter Scholarship Chairperson, Vicki Galecki at 440-570-6469 or e-mail at vickigalecki@hotmail.com. For additional information concerning our local professional organization, please visit our website at www.iaap-northcoast.org.

Please copy and distribute to qualified students as needed.





North Coast Chapter

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Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

February 2011

SCHOLARSHIP APPLICATION INFORMATION FOR ADMINISTRATIVE PROFESSIONALS

The North Coast Chapter of the International Association of Administrative Professionals® (IAAP) annually awards scholarships to qualified applicants of Lake, Geauga, and Ashtabula counties who are pursuing careers as office administrative professionals. These scholarships are based on professional goals, academic achievement, and financial need. To become a scholarship recipient, you must meet the criteria and qualifications specified by the North Coast Chapter IAAP® (NCC IAAP) Scholarship application. Scholarship funds may be used for tuition, lab fees, and/or books directly related to attending school in the Fall Semester 2011 and must be approved by the Scholarship Committee. The scholarship will be paid directly to the approved attending school.

To apply, please fill out the two page application completely and include your essay. It is important that your answers are complete and that all requested information be included to help determine eligibility for the scholarship. **SIGNED APPLICATION MUST BE POSTMARKED OR E-MAILED NO LATER THAN THURSDAY, MARCH 31, 2011 TO:**

Vicki Galecki
Scholarship Chairperson
7141 Rippling Brook Lane
Mentor, OH 44060

If you have questions, please contact North Coast Chapter Scholarship Chairperson, Vicki Galecki at 440-570-6469 or email vickigalecki@hotmail.com. For additional information concerning our local professional organization, please visit our website at www.iaap-northcoast.org.

The Scholarship Committee schedule for the Year 2011 is:

February 1-8	Scholarship Applications Distributed to Schools
March 31	Postmark Deadline for Scholarship Applications and Essays
April 16	Selected Applicant Interviews at Mentor Public Library, Francis Cleveland Room (2 nd floor), 8215 Mentor Ave, Mentor
May 11	Scholarship Recipients Recognized at the NCC IAAP Meeting Kirtlander Party Center, 9270 Chillicothe Rd (Rte 306), Kirtland

Please copy and distribute NCC IAAP application to qualified students as needed.



North Coast Chapter

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Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals®

2011 SCHOLARSHIP APPLICATION

Awarding Two Scholarships \$1,000 and \$600

The following criteria **MUST** be met to qualify for the IAAP scholarship:

- The scholarship candidate must be currently enrolled in or will be enrolled in the Fall Semester 2011 in an accredited business/technical school or college and hold a minimum of 12 credit hours
- The scholarship candidate's studies must be concentrated in Office Administration, with an emphasis on administrative business skills
- High School graduate – **copy of diploma or GED**
- Cumulative grade point average of 3.0 or above – **copy of transcript from high school or college**
- Type and double space a maximum 200 word essay** (see page 4 instructions)
- The candidate must **complete page 3** of the NCC IAAP Scholarship Application form completely, **include** your essay, a copy of your diploma or GED, a copy of your high school or college transcript, and submit via USPS mail postmarked or e-mail by **Thursday, March 31, 2011**
- The candidate must make him/herself available for an interview prior to final selection to be conducted on **Saturday, April 16, 2011, 10:00 a.m. – 3:00 p.m., Mentor Library – Francis Cleveland Room**
- The candidate must attend the **Wednesday, May 11, 2011** dinner meeting (5:30 p.m. – 8:30 p.m.) of The North Coast Chapter of the IAAP to receive their scholarship

For further details contact:

Scholarship Chairperson: Vicki Galecki 440-570-6469 or vickigalecki@hotmail.com

Mail or e-mail the signed completed application, required copies, and essay to:

**Vicki Galecki
Scholarship Chairperson
7141 Rippling Brook Lane
Mentor OH 44060
E-mail: vickigalecki@hotmail.com**



North Coast Chapter

Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals® SCHOLARSHIP APPLICATION

Name _____

Address _____ City, State, Zip _____

Daytime Phone () _____ Evening Phone () _____ Email _____

Are you a High School Student? _____ Graduation/GED Date _____

Name of Last High School Attended _____

Have you been awarded other scholarships? _____

If yes, name of the scholarship(s): _____

Scholarship award amount(s): _____

Name of accredited Business/Technical School or College you will be attending in the Fall Semester 2011

How many credit hours are you planning to take in the Fall Semester 2011? _____

List any academic awards or volunteer activities _____

Signed Application and Essay must be postmarked or e-mailed no later than THURSDAY, MARCH 31, 2011.

It is my understanding that this scholarship is to be utilized in furthering my career as an administrative professional. If the criteria are not met, I understand that the scholarship will be forfeited and returned to the North Coast Chapter, IAAP®.

I hereby submit my application for a scholarship to be awarded by the North Coast Chapter of the International Association of Administrative Professionals®. I understand that the scholarship will be paid directly to the school of my choice as approved by the NCC IAAP Scholarship Committee.

DATE

APPLICANT SIGNATURE



North Coast Chapter

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Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals®

ESSAY

Type and double space a maximum 200 word essay and submit with application

The essay is an important means by which we judge your communication skills.

This essay should identify your goals, the reason for selecting an administrative office professional career, and include any facts that should be considered particularly those of financial assistance needed.



Learning is a treasure that will follow its owner everywhere.



Conference News



SPRING CONFERENCE	
March 6-9, 2011	Hyatt Regency, Tampa, FL
OHIO DIVISION ANNUAL MEETING (ODAM)	
June 24-26, 2011	Bertram Inn, Aurora, Ohio
CERTIFICATION SEMINARS	
October 9-12, 2011	Sheraton San Diego Hotel & Marina, San Diego, CA
FUTURE IAAP EFAM's	
July 24-27, 2011	Montreal Palais de Congress Convention Center, Montreal, Quebec
July 22-25, 2012	Gaylord Texan Resort, Grapeville, TX

Enhancing the success
of career-minded administrative professionals by
providing opportunities for growth through
education, community building and
leadership development.

The North Coast Chapter serves office
and administrative
professionals in Lake, Geauga, and
Ashtabula Counties in Northeast Ohio.

IAAP Goals...

Provide educational resources and opportunities to achieve and maintain the highest level of professional competence and professional development. Project a professional, strong, and authoritative image, which is recognized and valued by the business community.

IAAP Mission is...

Enhancing the success of career-minded administrative professionals by providing opportunities, for growth through education, community building and leadership development.



Do you have something you want included in the North Coast Breeze? Please submit it to Eileen Simpson, CPS/CAP at elsoffice@windstream.net no later than the 20th of the month. Thank you.

Administrative Professionals Week 2011 April 24-30

We're excited about the Administrative Professionals Day, April 27, 2011. **This year's APW theme: This year, celebrate all office professionals.**

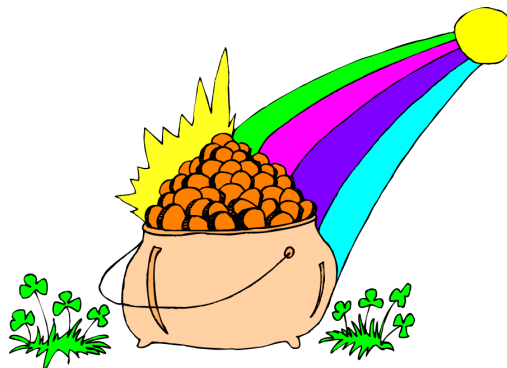
With the difficult economy and a recession that doesn't seem to want to end, office professionals everywhere have felt the impact of trying times. That's why this year, we're sharing our day with all office professionals.

With this shift in focus for 2011, we would like individual members, chapters and divisions to see this as an opportunity to promote IAAP within the office and the community and foster goodwill between admins and other professionals in the office. This will open up avenues to promote your local chapter and IAAP.

How can you promote APW? **Here are a few suggestions:**

- Place a flyer on every coffee shop, grocery store and office bulletin board you can find. These APW images can be used as flyers or ads for your local paper.
- Chapters, if you haven't already planned an event with the international board theme, hold APW events for the entire workforce with the APW theme: This year, celebrate all office professionals. Some topics that would apply to most office professionals could include office communication or a résumé workshop.
- Watch the website for new APW press releases coming in March.
- Chapters/divisions, post the APW slogan/logo on your websites
- Send an APW day e-card to co-workers/bosses – We will create an APD e-card you can send to your co-workers. It will be available in the March edition of *Connections*.
- Invite co-workers to a free APW webinar which will be announced at a later date.
- Host a simple APW "thank you" breakfast with rolls and coffee. It's as simple as stopping at the donut shop, picking up a few dozen and inviting the office for their own APD celebration.
- Next month we'll provide you with an article by IAAP International President Mary Ramsay-Drow that you can offer to your local paper for its editorial page.

All supporting materials can be found by logging in to the [IAAP Web Community](#) > resources tab > IAAP International Library > APW.



Cheat Sheet: 10 Tips and Tricks for Microsoft Word



Posted 02/18/2011 at 10:49am | by [Seamus Bellamy](#),
[Paul Lily](#), and [David Murphy](#)

Microsoft Word. The name's practically synonymous with "productivity app." If you're reading this article at work (shame on you!) there's a pretty decent chance you've got a Word doc open right now, and you probably think you've got a good handle on Microsoft's word processor. We'll bet you don't know as much as you think you do.



Don't believe us? Read on for 10 quick tips and tricks for Microsoft Word--we think at least a few will surprise you. If you're such a Word expert that they don't, hit the comments and share some of *your* favorites tips.

Be Selective with How You Select

You already know that double-clicking selects a single word, and you probably figured out that triple-clicking selects an entire paragraph. But if you just want to select a single sentence, hold down Ctrl and click on any word. To select an entire table, hold down Alt and double-click.

Add a Comment Box

When a friend or family member sends you a document to proofread, don't waste your time writing a lengthy email detailing all the horrendous mistakes you found; mark up their Word file instead. Highlight a portion of text, click the Review tab in the Ribbon bar, and select New Comment.

Insert Bullets and Number Lists Using Your Keyboard

When inspiration hits, lifting your fingers off the keyboard to use your mouse can mess up your mojo, but what do you do if you need to insert a bullet or numbered list? It's simple: type an asterisk and hit the spacebar to auto-create a bullet list. You can do the same with numbers and dashes.

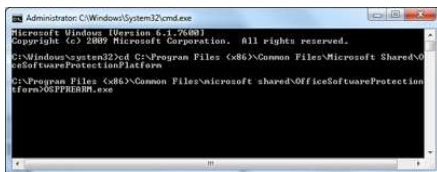
Use the Built-In Thesaurus

You don't need to hop online to use a thesaurus, the folks in Redmond had the good sense to bundle one in Word. To use it, highlight an entry and press Shift+F7. Pretty simple, right? Or maybe we should say it's trouble-free, straightforward, effortless, uncomplicated, or painless.

Backup/Transfer Your Settings

Nearly every customization you make to Word gets saved in the Normal.dot template, a hidden file that you should keep backed up. You'll find it by navigating to C:\Users\[username]\AppData\Roaming\Microsoft\Templates. Be sure to enable viewing of hidden files, folders, and drives.

Extend Word's Trial Period

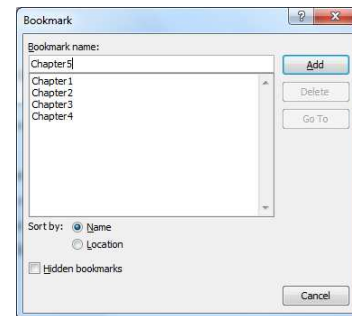


Microsoft allows you to test drive Office 2010 free for 30 days; after that, you have to pony up for a license and activate. Or you can 'rearm' Office for another 30-day trial, up to 5 times for a total of 180 days. To rearm, open an elevated command prompt and go to C:\Program Files\Common Files\Microsoft Shared\OfficeSoftwareProtectionPlatform and run OSPPREARM.exe. If you installed the 32-bit edition of Office on a 64-bit OS, replace Program Files with Program Files (x86).

Insert Screenshots into Word

One of our favorite new features in Word 2010 is the ability to glue screen grabs right into the document we're working on. Just use the Print Screen key as normal to grab an image, and then go to Insert > Illustrations > Screenshot.

Hop Back and Forth with Bookmarks



To add a bookmark in Word, position your cursor and go to Insert > Links > Bookmark. Give your bookmark a name and click Add. To jump back to that point, just go back to the Bookmark menu, highlight your entry, and click Go To.

Select Text Vertically

Did you mess up your numbered list? Maybe some funky symbols got placed at the beginning of each sentence when you copied over an email. Whatever your reason for wanting to select text vertically, you can do so by holding down the Alt key and using your mouse cursor.

Password Protect Work Documents



One of these days, you're going to punch your obnoxious roommate square in the face for digging around your personal documents. Or better yet, just lock your docs. To password protect a Word document, click on File > Info > Protect Document > Encrypt with Password.

Taken from the March 2011 issue of *Maximum PC* magazine.

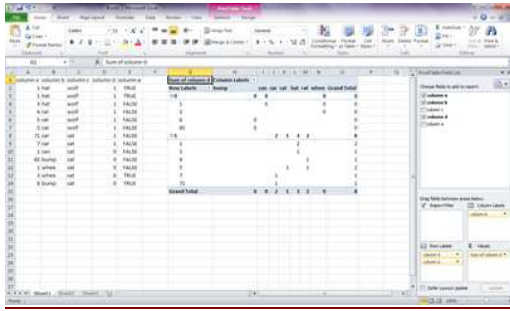
Cheat Sheet: 12 Tips and Tricks for Microsoft Excel



Posted 02/09/2011 at 3:46pm | by [Seamus Bellamy](#),
[Paul Lily](#), and [David Murphy](#)

Excel isn't the sexiest application in the world—it has an unfortunate association with the type of Milton-esque office drones we all wish we weren't. All the same, it's a program that most people will end up having to use at some point in their life, and it's one with a lot of arcane secrets. Read on for 10 quick Microsoft Excel tips and tricks that will get you accounting like a pro in no time flat.

Time to Pivot



Pivot Tables are one of Excel's most useful—and misunderstood—features. Here's a quick lesson: Click within a chunk of data, click Insert, and select "Pivot Table." Excel should automatically pick the entire range of said data (provided you don't have any blank columns interrupting your dataset), and convert this into an editable, table-as-you-go kind of setup. You can use the various "fields" on Excel's new sidebar to basically create new tables of information (and calculations) on-the-fly.

Let's Lookup!

Another widely used, but often confusing feature of Excel is Vlookup—the function by which one looks at data A, finds data A and data B in another spreadsheet, and slaps data B somewhere into the original spreadsheet. It's tricky to explain, but easy to use: You're basically using the contents of a single cell as an anchor for referencing information from one location to another. Master the command, and you'll find a new use for it every day!

Conditional Formatting is your Friend

If formulas aren't your thing, here's an easy way to duplicate data between two columns. Highlight the columns and select Excel's Conditional Formatting feature on the Home tab. Then, select the "Highlight Cells Rules" listing and pick whatever option fits your style. Duplicate values, for example, would highlight all repeated instances with a given color.

Insta-Jump to a Cell

Did you ever stop and wonder if you can actually modify the cell listing that appears to the left of the Excel's formula bar? You know, the one that automatically changes to tell you exactly row and cell you're on at any given moment? Guess what: You can. Click on it, and then type in a given row name and column number—you'll jump right to that cell as if you just hopped through a magical portal. Really, it's that fun.

Get Set for Macros

Trying to discuss Excel macros in a tiny paragraph is like trying to stuff an elephant into a car. However, the first step toward being able to use Macros is an easy one: Open up Excel's options (Jewel button > Excel Options) and select "Customize Ribbon." Click on the unchecked "Developer" box that's on the right-side of the

options window, and you'll gain access to the "hidden" section of Excel that's a quick shortcut to the almighty macro.

Why Not Numbers?

From time to time, Excel will foolishly store numbers like a "0" as text instead of a numeral, which can be a real pain if you're trying to do anything with said information. So how do you fix 23,414 rows of the same error? Insert a new column and type a "1" into an empty cell. Select it, copy it to your clipboard, then select the range of numbers you're looking to fix. Click on the drop-down menu under the Paste icon, click "Paste Special," and select the options "Values" and "Multiply."

Why Not Empties?

Dovetailing off the previous tip, Excel also has a nasty habit whereby information you've modified such that a cell should be empty... isn't. The cell has no values in it per se, but it still doesn't register as empty for uses of the Count command or things like that. The easy way to fix this is to simply sort your affected columns in A-to-Z order, then manually select the range of "blank" cells starting at the bottom of the listing all the way down to Excel's final row. Now, hit "Delete."

Delete Blank Rows

If you have a bunch of data that's separated out by blank rows of cells for whatever reason, it's easy to just nuke these out of your dataset forever without having to do any kind of crazy sorting. Select a column, hit F5, click on Special, then select the "Blanks" option. With said blank rows now targeted, click over to Excel's Home tab, select "Delete," and choose the option for eliminating said rows.

Show Thy Formulas

This one's quick, but super-effective: If you have a spreadsheet full of formulas and you want to see exactly how you've built all of your constructions, you can do this by hitting CTRL+=, which will instantly transform your spreadsheet from values to the formulas that constructed them.

Double-Click to Freedom!

Double-clicking various parts of the Excel interface can automate a number of functions, including: double-clicking on the Jewel to close Excel, selecting multiple columns and double-clicking on the separators to auto-adjust the widths of all, double-clicking on the tabs of Excel's ribbon menu to minimize the whole thing, double-clicking the lower-right corner of a cell to Fill Down its contents based on the contents of the column to its left... the list goes on! When in doubt, double-click.

Adding Multiple Lines of Text

It's frustrating to try to add multiple lines of text to a given cell. How the hell do you do it? The answer is so easy, it's almost shocking. When you want to insert a line break in a cell to split your text up in a more readable fashion, just hold down Alt and hit Enter. Technically, you're also turning on "Wrap Text" for the affected cell as well.

Email... Anything!

Check out the Excel plugin [RDBMail](#) if you want to super-charge your ability to quickly email portions of a worksheet to an Outlook recipient. It adds a new tab to your Ribbon that you can use as a single-click utility for emailing your entire worksheet to a person or the pertinent parts that you've selected. You can also toggle between sending the worksheet as-is—formulas included—or sending off only the values of what you've been working on.

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(Left to Right) Connie Vranekovic (President) and Renee Ferritto CPS/CAP (Vice President), Andrea Zacher (Secretary), Glynis Davies (Treasurer), and Bridget Fenjac (Assistant Treasurer)

The best and most beautiful things in the world
cannot be seen or even touched.
They must be felt with the heart

-- Helen Keller