



McKenzie Chapter, IAAP

# McKenzie Matters

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# COMING SEPTEMBER 21

## Meeting Day Changed to Third Wednesdays

McKenzie Chapter has changed its meetings from the third Tuesday to the third Wednesdays of each month. The Meeting place at The Boulevard Grill and the time 5:30 – 7:30 p.m. remain the same.

## A Message From Your Chapter President



September is here!

We accomplished a great deal at our strategic planning meeting. The minutes will be posted on our website. If you would prefer a paper copy, let me know and I can send it to you. I can be reached at 541-914-2640 or by email at [brendap@efn.org](mailto:brendap@efn.org).

I am looking forward to another year of progress with our local chapter. The Program Committee has some awesome meetings lined up. As always, your feedback and ideas are greatly appreciated.

We are going to proceed with our *Purpose and Passion*, using it to fuel our *Leap to Remarkable!* At our first meeting this year we will cover some of the ways IAAP will benefit you personally and professionally. Remember—you are the one that controls how much you benefit from IAAP.



A quote I always liked is “If you always do what you’ve always done, you’ll always get what you’ve always got.” Make this your REMARKABLE year!

Best regards to all,  
Brenda

To get your busy fall season started, I've compiled a few of my favorite tips and shortcuts. Maybe some of them will be helpful in your job. If you have a favorite tip, trick or shortcut you would like to share with McKenzie Matters readers, please forward them to me at [jcooper@peacehealth.org](mailto:jcooper@peacehealth.org).

*Judy Cooper, Newsletter Editor*

## KEYBOARD SHORTCUTS FOR MS 2010

Return to the beginning of any Microsoft application by pressing **Ctrl + Home**.

Go to the end of a document by pressing **Ctrl End**.

Switch from one window to the next by pressing **Alt-Tab**.

To spell check, press **F7**.

To cut, press **Ctrl + X**.

To copy, press **Ctrl + C**.

To paste, press **Ctrl + V**.

To save a document, press **Ctrl + S**.

## PROOFREADING TIPS

- Take a break between typing and proofreading your work. Do something else for at least 15 minutes.
- Use your spellcheck program, but don't rely on it entirely.
- Print out your document. Errors pop out more easily on paper than they do on your computer screen.
- Hold a ruler under each line as you read.
- Double check the spelling of proper names, numbers in addresses, phone numbers and fax numbers. To be safe, call phone and fax numbers to verify them.
- Check tables, equations and captions as carefully as you do text. If a table is meant to be read across, read it down since it is easier to check if you are reading out of order.
- Re-read your copy for the mistakes you typically make, such as missing commas, quotation marks, etc.
- Check to see that your work is consistent with your organization's editing style.



## Mousepad Musings

*“Remember not only to say the right thing in the right place, but far more difficult still, to leave unsaid the wrong thing at the tempting moment.”*

*Benjamin Franklin, 1706-1790*



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