

# PENINSULA CONNECTIONS

*Newsletter of Peninsula Chapter*

September 2011

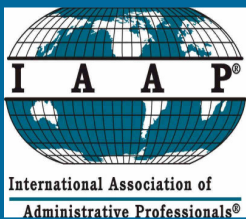


## REMINDER:

We are accepting submissions for the October newsletter through October 3. If you have any tips, news or anecdotes to share please e-mail them to Angie at:

[angie.prezioso@JQH.com](mailto:angie.prezioso@JQH.com)

THANK YOU!



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# LINK IN TO MORE

*Submitted by Angie Prezioso*

With the rise of social media use throughout businesses it is important we keep stride to maintain our presence in the online community. LinkedIn is quickly growing in popularity within the business world. Not only is useful in organizing connections into an “online rolodex” of sorts, but it provides a great opportunity to portfolio skills, accomplishments, work experience and education. Emphasizing business over social, LinkedIn is a highly useful tool which we should take advantage of.

One key to using LinkedIn effectively is to be engaging. If you already have a LinkedIn account and feel like all you do is accept contact requests, take it a step further. Increase your online presence by joining groups, such as IAAP, and contributing to forum discussions.

The main index bar of your profile provides a tab labeled “More” and under it a section entitled “Answers”. This is an excellent venue in which to showcase your knowledge and skills to others in your field of expertise. Here you can provide answers to questions related to specific categories and quickly gain recognition.

Only clicks away, LinkedIn provides an easy, quick means of networking to a large group of people. Take advantage of it and gain access to more opportunities.



## PENINSULA CHAPTER BOARD

**Debi Cross CC/CL**  
President  
641-2612

**JoAnn Panuska,**  
Vice-President

**Tyronda Womack**  
Treasurer

**Colette Quinn**  
Secretary

**We're on the  
Web!**

**Find us at:**

**[www.iaap-  
peninsula.org/IAA](http://www.iaap-peninsula.org/IAA)**  
**[PHQ/Peninsula](#)**

## PENINSULA CONNECTIONS NEWSLETTER STAFF:

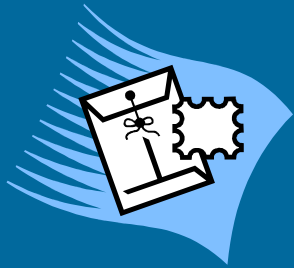
**Angie Prezioso**  
Coordinator and  
Lead Writer

e-mail submissions to:  
[angie.prezioso@JQH.com](mailto:angie.prezioso@JQH.com)

October submission  
deadline: October 3

**THOUGHT OF THE  
MONTH**

*Consider the  
postage stamp;  
its usefulness  
consists in the  
ability to stick to  
one thing until  
it gets there.  
-Josh Billings*



**TAKE 5 FOR FUN!**

*q. What is special about  
the following sequence  
of numbers?*

8 5 4 9 1 7 6 10 3 2 0

*Answer on next page.*

**MARK YOUR CALENDAR!**



**October Chapter Meeting**  
October 11, 2011

Sentara Careplex Hospital  
3000 Coliseum Drive  
Hampton, VA

1<sup>st</sup> Floor Conference Room C  
Main Building

5:30pm – 6:00pm Networking  
6:00pm Program begins promptly  
7:00pm Business Meeting

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**IAAP 2011 Fall Conference**  
October 9-12, 2011  
San Diego, CA

Registration Deadline September 15  
Registration Forms Available Online.

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**Boss's Day**  
October 16, 2011

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**Virginia - West Virginia Division  
Fall Professional Development Seminar**  
Saturday, October 29, 2011  
Holiday Inn Koger Center  
1021 Koger Center Blvd.  
Richmond, VA 23235

\$55.00 Early Registration—post marked by 10/5  
\$60.00 Registrations submitted after 10/5

# NAME TAGS

*Submitted by Debi Cross, President*

Those members who wish to order new name tags with the new designation (CAP-OM), please notify Membership Chair, Bev Ware, CAP-OM. Prepayment of \$8.00 to the Chapter is needed before she can order your tag.

New members receive their first name tag as a token of welcome from the Chapter. If you are a new member who has been inducted but has not yet received her name tag, please inform Bev!

Now that the Chapter has located a new vendor for name tags, new members coming in will receive their tags at their induction to the Chapter!

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## OUR CORE VALUES: INTEGRITY

*“We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.”*

*Submitted by Angie Prezioso*

Being honest establishes trust, which is what all solid relationships are built upon. Being accountable exhibits responsibility, and holding high ethical standards attracts respect. These are key in building a team that can rely upon each other to work fluidly and efficiently. Reflect this month on the core value of integrity and how we can actively portray that each day.

## THE ADMIN ADVISOR

*adminadvisor.com*

**“Turn Your Desk To Save Time”**

*If your desk directly faces the traffic in the hall or aisle, you can't help but lose time watching people come and go, or unwittingly invite them to interrupt you. Turn your desk so you don't see people passing by. You'll still be able to look up when someone comes to see you, but you won't have ongoing distractions.*



Take 5 For Fun Answer

a. They are in alphabetical order.

# TIMESAVER: Find and Replace

*Submitted by Angie Prezioso*

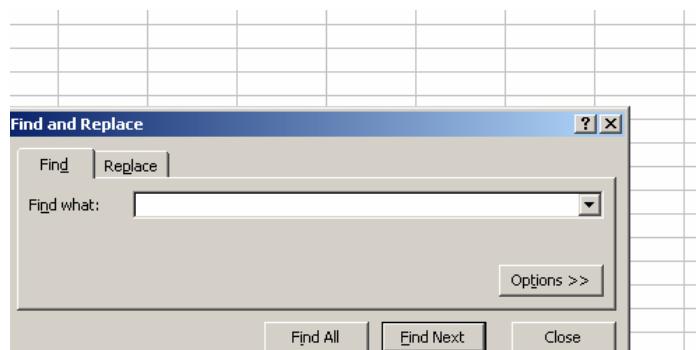
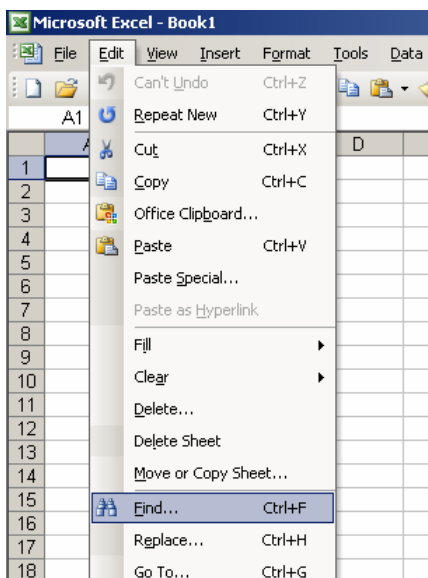
Shortcuts and quick keys are easy ways to shave off time throughout your day. While they may only save you a couple seconds or minutes, that time adds up. The September Issue's focus is on "Find and Replace".

You may be working in a large Excel or Word document entering names, addresses or other data. The work can be quite tedious if each time you search for a name or keyword you scroll through the entire document. Instead, utilize the Find and Replace tool. You can enter in the word you are searching for in Find, and it will instantly take you to it; you can even replace that word with another using Replace.

You can locate these tools on the main toolbar:

**Edit → Find**

**Edit → Replace**



An even quicker path to take you there is using the quick keys. "CTRL+F" will display the Find box. "CTRL+H" will display the Replace box.