



# Chippewa Valley Chapter

International Association of Administrative Professionals

September 2007

## Chapter Meeting Monday, Sept. 24

RCU Corporate Center  
200 Riverfront Terrace  
Eau Claire

5 p.m.

- Networking
- Dinner – Erberts & Gerberts subs (click [here](#) for the selections) \$6

5:30 p.m.

- Business Meeting

6:30 p.m.

- Program: Health & Wellness

**RSVP** by noon Sept. 20 to

Kim Woerner  
([kimberly.woerner@rcu.org](mailto:kimberly.woerner@rcu.org) or 552-3073).

### Inside this issue:

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### Chapter Officers

**President**  
Kathy Dean

**Vice President**  
Kathy Briggs

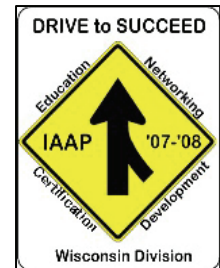
**Treasurer**  
Heidi Wold

**Secretary**  
Kim Yeager

## Wisconsin Division Fall Conference

**October 5 – 6, 2007**

*Best Western Trail Lodge Hotel & Suites*  
3340 Mondovi Road  
Eau Claire, Wis.  
715-838-9989



There's still time to register for the Fall Education Conference to be held right here in Eau Claire!

Register by visiting the Wisconsin Division website ([www.iaapwisconsin.com](http://www.iaapwisconsin.com)) and clicking on Events Calendar.

### Friday, Oct. 5, 1 – 4:15 p.m.



**Managing Up by Dave Vollmer** — Enhance job performance by learning key elements to effectively and efficiently communicate information to upper management. Learn also how to positively influence the perception of co-workers when conversing with internal and external customers.

### Friday Evening

Computer Training Classes

### Saturday, Oct. 6, 9:30 – 11 a.m. & 1 – 3 p.m.



**Extreme Take-Over: Having Your Life Your Way by Sandi Knudson** — Wouldn't it be nice to be able to command the interest and respect of everyone you meet, including executives, leaders and managers? Wouldn't it be great to have a constant core of confidence that doesn't depend on where you are or who you're with? You can, by learning and practicing certain step-by-step techniques.



## Web Wanderings

**International Headquarters**  
[www.iaap-hq.org](http://www.iaap-hq.org)

**Wisconsin Division**  
[www.iaapwisconsin.com](http://www.iaapwisconsin.com)

**Chippewa Valley Chapter**  
[www.iaapwisconsin.com/cv](http://www.iaapwisconsin.com/cv)

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*"If we don't change, we don't grow. If we don't grow, we are not really living. Growth demands a temporary surrender of security."*

—Gail Sheehy



*Article or information submission deadline for the next newsletter is October 13.*

## In-House Style Guide

Is it time to put everyone on the same grammatical page? Are you arguing whether to put a comma before the word "and" in a series? Do you have a general reference guide such as the AP Stylebook, but still don't know the preferred organizational usage?

If so, your organization needs a style guide. A guide provides everyone with a concise reference of grammar and style usage. It should be the first point of reference when writing a report.

Here's what your guide should cover:

**Disagreements with the established style.** For

example, if your office has decided to omit the serial comma, note that exception here. If you always use percentage signs or have certain words that are related to your industry, include them in the style guide.

**Frequently used terms.** Highlighting the most important terms and rules in your brief guide saves users time when learning the style.

**Unique situation.** How does your company style its name? Do you follow a particular citation style?

Watch for emerging issues and examples of how other companies are handling them. This will

## Local Chapter Highlight

Would you like to learn more about neighboring chapters? Well, look no further! This month, read about the Downtown Milwaukee Chapter.

The Downtown Milwaukee Chapter chartered on November 17, 2005, and serves the entire Downtown Milwaukee area and nearby communities. They are one of five chapters in southeast Wisconsin and one of 13 chapters in Wisconsin. They're also part of the Wisconsin Division and the Great Lakes District (which also includes Illinois, Indiana, Michigan and Ohio).

Their chapter members chose education, professional and career development, and networking as the core areas of focus. As a result, they have taken several steps to promote these areas actively. Their programs have a professional development focus. They include networking at every meeting and actively forward job postings from the community and their member's companies.

Visit their website today!

<http://www.iaapwisconsin.com/downtown/>

help settle disputes about which way to go.

While organizing your guide alphabetically is good, dividing it into subsections can make it more user-friendly. You might want separate sections for commonly used abbreviations, acronyms and punctuation rules.

Include plenty of examples to make the rules clear, too. Be sure to leave blank pages for style questions that come up. Place the guide electronically on the company's internal network. That puts everyone on the same page.

*Adapted from Administrative Professional*

## Chapter Chairpersons

### CPS Services

Kim Yeager

### Executive Event

On hold

### Goals & Priorities

Executive Board & Committee Chairs

### Membership

MaryEdna Hagen

### Newsletter

Michele Halterman

### Publicity

Cynthia Welch

### Office Personnel Seminar

Donna Weidman

### Professional Development

Kim Woerner

### Scholarship/Mini-Grants

Kim Yeager

### Ways & Means

Pauline Spiegel

### Web Master

Heidi Wold

## Technology Tip – Copying Access Tables/Queries

One of the easiest ways to copy an entire table or results of a query from Access is to simply drag the appropriate object icon from the Database window to the Office document you're working with. We'll use Excel in this example.

First, close the table or query and resize the Access window to cover only part of the screen vertically. Resize the Excel window so you can see the Database window. Then, in the Database window, select the icon for the

table or query and drop it into the spreadsheet. When you release the mouse button, Access copies the data to the spreadsheet starting in the cell you selected. Any existing data in the spreadsheet is overwritten with the copied data.

You can also drag the table or query without resizing the windows by dragging to the Task Bar icon for the open spreadsheet. Don't release the mouse button until the spreadsheet is

displayed and the mouse is over the destination cell on the sheet. When you release the mouse button, the data is copied into the spreadsheet.

The technique works even better with parameter queries. After you drag and drop the object icon, Access prompts you for the parameters as usual. Once you answer the prompts, Access inserts the results into the destination document.



**Mark your calendar for these upcoming events!**

### 2007

**Wisconsin Division Fall Education Conference**  
October 5 – 6  
Eau Claire, Wis.

**Certification Conference**  
October 14 – 17, Texas  
**Sold Out!**

**CPS/CAP Exam**  
November 2 – 3

### 2008

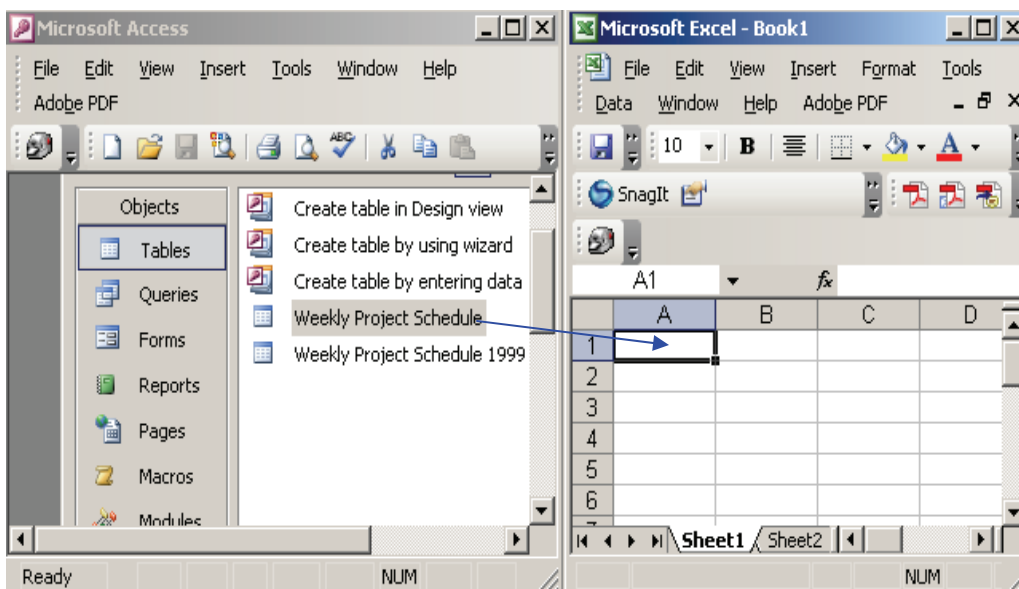
**CPS/CAP Exam**  
May 2 – 3

**Professional Education Conference**  
March 2 – 5  
Charleston, S.C.

**Administrative Professionals Week**  
April 20 – 26

**Wisconsin Division Annual Meeting**  
May 16 – 18  
Green Bay, Wis.

**International Convention and Education Forum**  
July 27 – 30  
New Orleans, La.  
(hotel reservations open in September 2007)



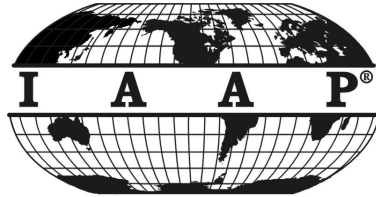
Adapted from *Inside Microsoft Office*



## Special Dates for October

### IAAP Anniversaries

- Leslie Bates, 2000
- Donna Weidman, 1998
- Joyce Orth, 1991
- Kim Yeager, 2005



International Association of  
Administrative Professionals®

## Chippewa Valley Chapter Mini-Grant Fund Application 2007–2008

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Will you receive supplementary funds from your employer?       Yes       No

If yes, approximately how much or to what extent/portion?

### I would like to apply for supplementary funding of these events:

*(You may apply for as many events as you might possibly attend during the year, but **rank your order of preference**. Numbers noted are only a guideline for the committee in awarding mini-grants. Members are encouraged to apply for as many grants as desired.)*

|       |  |              |
|-------|--|--------------|
| _____ | <b>Wisconsin Division Fall Education Conference (2)</b>                                      | <b>\$125</b> |
| _____ | <b>Office Personnel Seminar</b><br><i>(It is understood that I will work at the seminar)</i> | <b>\$25</b>  |
| _____ | <b>Wisconsin Division Annual Meeting (2)</b>   | <b>\$175</b> |
| _____ | <b>International Convention &amp; Education Forum</b>  | <b>\$375</b> |
| _____ | <b>CPS/CAP Certification Exam</b>  | <b>\$100</b> |

**Please read and sign:** If for any reason I am unable to use the funds provided for the purpose indicated, I agree to notify the Board of Directors as soon as possible and return any funds received.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit your application to:

Kim Yeager  
[yeager.kimberly@mayo.edu](mailto:yeager.kimberly@mayo.edu)  
714 Gilman St  
Stanley WI 54768