

International Association of  
Administrative Professionals®  
Tri-County Chapter

# Tri County Connection

December 2009

Volume 5 Issue 49



## Tri-County's Holiday Social Event

December 17th



Conklin's Barn II  
Goodfield, IL

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Without Fear

**POWER**  
of  
**Commitment**  
Tri-County Chapter  
To Excel In Today's Office

## Message from the President

**D**ecember, how did it arrive so quickly? My grandmother always said that the older you get, the more quickly time passes.

I never believed her until I reached "older." Fearing time might pass me by, my days are filled with way too much to do; working, family, friends, IAAP, volunteering, chores, socializing, and having a spiritual life. The list goes on. How in twenty-four hours can we do it all?

First of all, we really can't do it all and do it effectively. Lord knows I try, only to be mentally and physically exhausted. Working at being more effective in all I do, I've revamped my personal calendar. Are you familiar with the song, "I'm Just a Girl Who Can't Say No?" I've rephrased it to, "I'm Just a Girl Who Can Say No." It takes a lot of practice, but I'm getting pretty good at it. When an opportunity arrives to be placed on my calendar, the question is, "how will this affect my life if I say "yes" or if I say "no?" Some opportunities are very easily sorted out, while others are not. What I can say is this, there were actually two free nights on my calendar this week. One of the nights was simply a mental health evening with my husband. We actually had dinner together. It was a time to take a deep breath and regroup. The other evening was spent hanging out in my kitchen "putzing." Putzing to me means time to be by myself while messing with, fooling around and dabbling. Cookbooks were rearranged, countertops wiped down, missing recipes located, and the sinks cleaned and polished. It was therapeutic and gave me great satisfaction. This might not be for you, but for me it was wonderful.

What are your priorities? What gives you satisfaction and sheer enjoyment? Is it time spent with a spouse, significant other, children, grandchildren, learning something new, going out with friends, Bible study, or putzing?

Whatever it is, plan for it and just do it. When you can't do it all, do something that gives you joy and satisfaction. You'll be amazed at your energy level.

*Have a wonderful and blessed holiday season.*



Judy Zimmerman,  
Tri-County President  
2009-2010



# Photo Gallery

## November Chapter Meeting



## Women's Lifestyle Show



## One-Stop Shopping Event



## Tri-County November Meeting



At Tri-County's November 3rd's monthly chapter meeting, held at The Chateau in North Pekin, Esmeralda Gloria, Administrative Assistant at Caterpillar Logistics Services, Inc. & IAAP Tri-County Vice President, presented on "Tools of Social Networking." Her presentation covered the who & why of social networking.

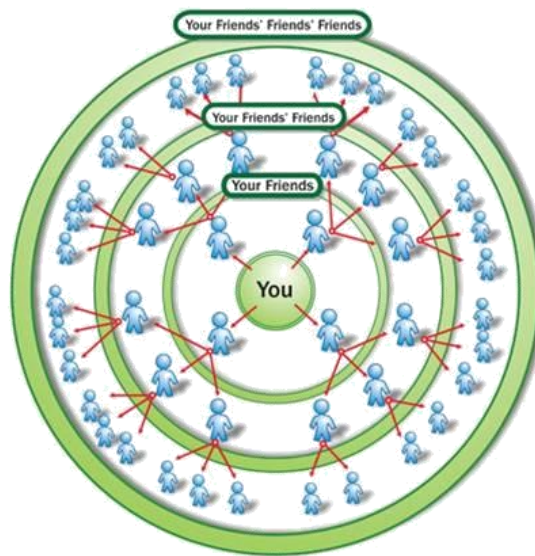


All Tri-County members are encouraged to sign on at IAAP's web community, clicking on "Network," and then completing their profile.

### ***What is Social Networking?***

According to Wikipedia, a social network is a social structure made of nodes (which are generally individuals or organizations) that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, sexual relationships, kinship, dislike, conflict or trade.

### **Top Social Networks**



# Happy Birthday December

- 3rd Sandra Martin
- 5th Esmeralda Gloria
- 7th Jennifer Bohm
- 17th Karen Haensel
- 21st Patricia Sanford
- 27th Pam O'Neal

## *Anniversaries*

Congratulations to those members who are celebrating another year with Tri-County Chapter!

**November's Star Member of the Month Winner!**



## Office & Technology

# PowerPoint 2007 - Editing Your Photos

Most people would agree that PowerPoint is a great tool to create stunning photo slideshows.

Creating a slideshow by "Import and Export" may be the common way used. But with enhanced graphic ability in PowerPoint 2007, you have more easy-to-use features to edit and customize photos.

In this article, we will talk about some clever tips to use PowerPoint 2007 as a photo editor rather a simple slideshow maker.

**1. Image Borders** . Using different style of borders around the edge of an image makes the images to catch more attention from the audience. PowerPoint gives you handy access to create interesting border lines for your images. You can either change line color, line weight or even line style.

First, insert an image to a PowerPoint slide.

PowerPoint 2007 -> Insert Ribbon -> Image Icon

Browse to your picture folder, insert an image for editing.

Second, Click the image and then go to the Format Tab.

Format Tab-> Picture Border

Under Picture Border, select a theme color, choose a line weight and then find the line dash style you want.

When done, you will see a line border around your image.

**2. Image Frames** . Something like image borders, frames also easily pretties up your image. PowerPoint expands the concept of style to Quick Style Functionality and offers a beautiful frame gallery for you image.

PowerPoint is a great tool to create stunning photo slideshows.

This article talks about some clever tips to use PowerPoint 2007 as a photo editor rather a simple slideshow maker.

*by Coca Huang*

When you insert an image, click the picture to activate the Format Tab. Then you can see the Frame Gallery in that tab.

You can select a Picture Style from the gallery in the image below to apply a frame, shadow, 3-D rotation, and other effects to selected images.

**3. Recolor an Image**. If you are a Publisher user, you should have experienced with the recolor feature. In PowerPoint 2007, you can do it in much the same way.

When you select a picture, you can find this Recolor Tool in the Format Tab of Picture Tool. You can apply the color style you want to your image, from Dark variation to Light variations.

**4. Create Auto-shaped Images**  
The next good thing with PowerPoint 2007 is that you can change the shape of any image. Your image can be resized in any auto shapes. You have a lot of variations, from basic to complicate. Your image is not longer in a rectangles. You can cools them up so quickly and easily!

**5. Add a Theme** . PowerPoint template gives your presentation a uniform look and feel. That is the same reason we use theme for our photo slideshow.

A theme not only gives a color scheme to your photo slideshow but also formats fonts, effects, effects and background styles and more. Once you specify a theme, all the elements in the slideshow will be changed to match

that theme. If you are not satisfied with the color scheme, more theme color options are available for you choose from so you are able to create a theme in different color scheme. Of course, you can even change the fonts and effects of a theme.

With these tips to create a wonderful photo slideshow, now you may like to expand its audience by publishing to web. Here are some tips to share a PowerPoint slideshow on web with success.

Save as an HTML Webpage (Static Slideshow) PowerPoint 2007->Save As -> Web Page

Convert to Flash Slideshow for Sharing on Blog or a Webpage (Animated Slideshow) [www.sameshow.com/forum/](http://www.sameshow.com/forum/)

Specify the Default Fonts for Web-Based Slideshow

Change the Title for a Web-Based Slideshow

Change the Target Screen Resolution for Web-Based Slideshow

Optimize Your Slideshow for a Specific Browser

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Coca Huang is tech writer in the filed of integrating technology in training and learning. He write at this site <http://www.sameshow.com> where you will find free trial of PowerPoint to flash conversion tools and e-learning tools.

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## Networking

### Chamber "Business After Hours"

Take advantage of these great networking opportunities.

Contact Barb Calhoun at [Barb.Calhoun@cliftoncpa.com](mailto:Barb.Calhoun@cliftoncpa.com) for further details on each of these Chamber "Business After Hours" events.



**Thursday, December 10**

**5:00 - 7:00 pm**

Co-hosted by:

**Adco Advertising Agency  
and Barrack's Cater Inn**

Event Location:

**AdCo Advertising Agency  
1302 West Pioneer Parkway  
Peoria, IL**



**Thursday, December 3**

**4:30 - 6:00 pm**

Hosted by:

**Pekin Hospital**

600 S. 13th

Pekin, IL 61554



**No Business After Hours  
scheduled in December**

## Illinois Division

One of the 2009-2010 Illinois Division strategic goals is to have 75% of the division's chapters provide programs eligible for recertification points. In order to assist chapters in locating programs, we are collecting information on presentations and speaker contact information.

This list is not inclusive and additional programs will be added as submitted to ID. [Click here](#) to view the New Illinois Division Education Bank of Chapter Programs 2009-2010.

[Click here](#) to view ID's Resource Manual 2009-2010.

### Did You Know?

[Monster.com](#) named the IAAP website as one of the top ten websites for admins.



### Mark Your Calendar for these Upcoming Events


- 2** **March 8-10**  
**Professional Education Conference**  
Reno, Nevada
- 0** **April 18-24**  
**Administrative Professionals Week**
- 1** **April 21**  
**Administrative Professionals Day**

### Pathways to Excellence

Information concerning the 2009-2010 Pathways to Excellence program is available at <http://pathways.iaap-hq.org>, including the commitment forms that can be downloaded.



Have you updated  
your profile?



# A CHRISTMAS POEM

by Alan Kasparian

Christmas is the time of year  
when close friends become so dear.

Peace on earth is thought of now,  
many wonder if, when, and how.

God only knows the way to this peace,  
and what a joy if war would cease.

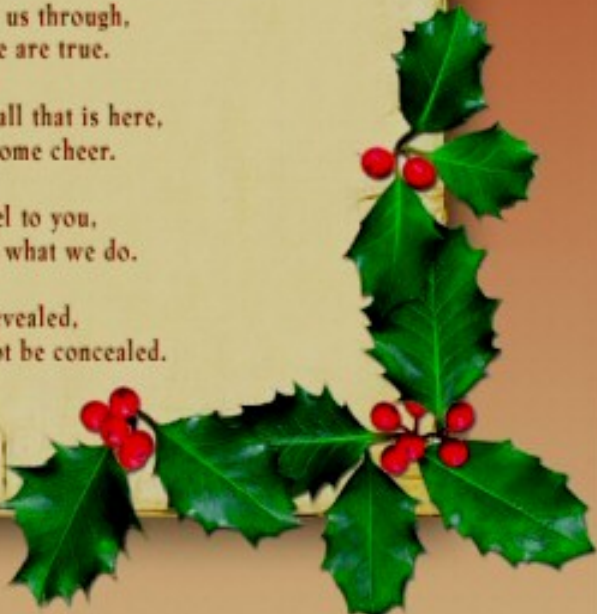
This brings us to the meaning of the season,  
Christ being born is the real reason;

Our faith is what will guide us through,  
as long as to our hearts we are true.

So enjoy the "Holy Days" and all that is here,  
for each of us can spread some cheer.

Hark the Herald and Noel to you,  
for this wish at Christmas is what we do.

Christ is born and is revealed,  
and this is something that cannot be concealed.



## 12 Rules for Regifting Without Fear

If you're going to do it (and it's more common than you think), please update the wrapping – and remove the old card.

There are only three reasons you might be reading this column:

1. You think regifting is totally tacky, but you secretly hope there might be a polite way to get rid of that hideous scarf your Aunt Edna gave you.
2. You're a chronic regifter and you need some new ideas to get you through the holidays.
3. You've never heard of regifting. Really. You're just curious.

Welcome, one and all, to a frank discussion of a grand old holiday tradition we all practice and pretend we don't. (That includes you fibbers who picked No. 3!) Even Peggy Post, etiquette advice columnist for Good Housekeeping, admits she's done it.

"I was given two copies of a book, and I gave a copy to my mother-in-law," reports the author of the new 17th edition of "Emily Post's Etiquette." "(I) just said, 'Hey, I got two copies of this book. Would you like one?'"

Like Post (who is the granddaughter-in-law of etiquette czarina Emily), I have no qualms about regifting when done properly. Carried out carelessly, regifting is a recipe for public humiliation and long-held grudges. Done with finesse and tact, regifting can be a happy holiday experience for all – providing you follow these few do's and don'ts. Starting with: DO take out the previous gift card. Duh.

### A dozen rules for regifters

- ◆ Don't mention it, please. Post thinks "the best approach is to be upfront" when



By [MP Dunleavey](#)

- ◆ regifting, but I have to ask: Why spoil the moment? If you tell your sister-in-law, in so many words, "I have no use for this nasty vase, so I'm giving it to you," even a person in need of a vase will hate you. I say, keep your yap shut unless there's a good reason not to.
- ◆ Do update the wrapping. The next most common regifting faux pas, after leaving the previous gift card attached, is to regift in the original, now crinkled and possibly torn (hello!?) wrapping paper or box. If the phrase "Hey, it looks almost new" crosses your desperate holiday brain, remember that the "almost" is a dead giveaway to the new giftee.
- ◆ Don't give hand-me-downs as regifts. Novice regifters (and those who are terminally tacky) often get these two categories confused. Don't. A hand-me-down is an item you've already used that you'd like to pass along to someone who will enjoy it and use it more than you will. For example, a sweater you've removed the tags from and worn twice. You could wrap it up and give it as a "gift" only if another real gift is provided. A regift should be just that: a gift you've never used that you're giving away as though it were a . . . real gift!
- ◆ Do keep track of who gave it to you first. Writing on The Dollar Stretcher, *(Continued on page 8)*

## About the Author

MP Dunleavey writes the award-winning Women in Red series for MSN Money. She also writes the "Cost of Living" column for The New York Times. Her first book, "[Money Can Buy Happiness](#)," recently won the "2007 Books for a Better Life Award" for personal finance. Dunleavey lives in the wilds of upstate New York with her husband, son and two cats. She is growing her first vegetable garden this very summer.

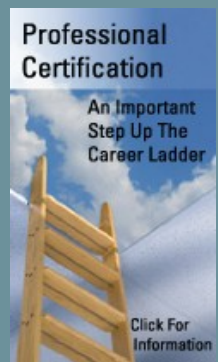
## Resources

[Click here](#) to learn about OFFICETEAM's Presentations for IAAP chapters/divisions and corporations... not only are these presentations *FREE*, but also qualify for recertification credit!

## Web Community

### Tip Of the Month

For smoother and quicker searching in our Web Community, [learn new tricks here!](#)



(Continued from page 7)

## 12 Rules for Regifting Without Fear

Joyce Moseley Pierce recommends creating a stash of regifting items you can always use in a pinch. I say, OK, but keep a small notebook of who gave you what. I had a harrowing experience that involved regifting a pair of earrings to a cousin -- who had given them to me two years before. I forgot. She remembered. And she let me know about it.

- ◆ Don't EVER regift these items. Certain items are a total, dead, instant giveaway that you not only are regifting, but you're too lame to put any effort into it: candles, soap, random books, mysterious CDs (unless your brother wants the hip-hop version of "Man of La Mancha"), obscure software, cheesy jewelry, scarves (do we not all own a scarf?), fruitcake, pens, cologne, boxed sets of extinct bath products (Jean Nate? No, no, no), videos or DVDs obviously acquired on a street corner, socks and any appliances or electronic gear the giftee would be puzzled to receive because they probably just got rid of it (including hot-air popcorn poppers and anything with a cassette deck in it).
- ◆ Do have the courtesy to clean your regifts. I once got a rice cooker . . . with a couple of kernels of rice still clinging to it. Some hand-me-downs can be passed off as regifts if the packaging is intact, like the wine glasses you've belatedly decided to share with a loved one. Just wash the lipstick off the rim, 'kay?
- ◆ Don't give partially used gift cards. As technology pushes the envelope of regifting possibilities, the chance of looking like a ninny only grows. Don't give a \$25 gift card to Barnes & Noble that has \$14.56 left on it. Would you give a pie with a slice taken out of it? We hope not.
- ◆ Do remember that regifts can be funny. A friend of mine said that when he was younger, he and his sister would jokingly regift the same two board games back and forth to each other. If you think a friend would get a good laugh out of, say, a regifted self-help book, go for it -- as long as you make the prank clear.
- ◆ Don't give something you've owned for a while. Not only is this in violation of the hand-me-down rule

above, the giftee can and will recognize that picture frame from your living room shelf. (And while you're at it, don't regift picture frames, either.)

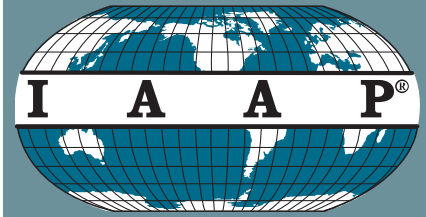
- ◆ Do regift champagne. You know the joke about fruitcake: There are only two fruitcakes made each year, and we just keep foisting them off on each other. The same is true of the 11 bottles of champagne that circulate during the holidays. But there are never hard feelings from regifting a bottle of bubbly, unless it's really cheap or given to a confirmed teetotaler. Eventually it will find a happy, champagne-guzzling home.
- ◆ Don't give products from defunct companies. Someone gave to my husband and me a lovely crystal decanter from a department store that no longer exists. The decanter is a classic. It was just a little depressing to think it had been in someone's closet for that long.
- ◆ Do sell your gifts on eBay. When someone first told me that, rather than regift, he sells unwanted presents on eBay and uses the proceeds to buy real gifts, I was awed. Then I realized everyone is doing it. "My father gave my brother a boxed set of Kurosawa films, which my brother promptly sold for a pretty penny on eBay," one woman told me. So THAT'S where all that stuff comes from.

Well, it's about time for you and me to start rewrapping some of last year's presents, eh? But before you go, let me add that whether you find this column cynical, shocking or brimming with useful ideas, it's just the natural next step for an over-gifted society. Ever since the term "regifting" was introduced on "Seinfeld" in 1995, what was once a dirty little secret has become a way of life -- and not a bad way to save money.

The only hitch is that a gift, unlike fruitcake, can't circulate forever. It's like the children's game Hot Potato: When time runs out, the loser has to keep the present.

**T**he IAAP Tri-County Connection is published monthly Sept – June. Deadline for submission of articles, announcements and photos is the 15th of the month.

Please email all correspondence to  
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**IAAP Tri-County Chapter Members  
resolve to *enrich us, our employers  
and our communities by...***

- Promoting professional and educational growth
- Encouraging camaraderie between Administrative Professionals
- Sharing career advancement opportunities
- Being an advocate for the IAAP Organization
- Developing Leadership Skills

*Wishing all our  
members and their  
families a blessed  
holiday season.*