



Turning Jobs
Into Careers

St. Cloud Quarry Chapter, IAAP

March 2009 Newsletter



Monthly Education Forum

"Is Becoming A Virtual Assistant For You?"

Presented by: Angela Green, Virtual Office Strategies

Monday, March 9, 5:30 – 7:30 p.m.

Kelly Inn, St. Cloud



Virtual assistance is one of the fastest-growing home-based businesses today. Angela Green, author of "The Virtual Assistant's Start-up Manual: A 30-day Plan to Build Your VA Business" will lead a discussion on: what a Virtual Assistant is; secrets to success for a small business owner; key skill sets needed by a Virtual Assistant; possible services offered by a Virtual Assistant; and local resources for starting your own business.

Meal: Caesar Salad. Cost is \$15 for members; \$20 for nonmembers. **RSVP by noon, Wednesday, March 4th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

Microsoft Office Tip Tidbits

From: www.PCMag.com

- **Zoom in and Out**

You can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the Ctrl key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

- **Fast Formatting**

One of our favorite hidden gems is the Format Painter. This Paintbrush icon should appear by default on the standard toolbar (Home Ribbon for Office 2007). When you click on this icon, Format Painter copies the text formatting of the area where the cursor is located. If you select an entire paragraph or cell and then click on the icon, Format Painter will also copy the paragraph or cell formatting. You can then "paint" the copied formatting into other parts of the document by simply highlighting text. By double-clicking on the Format Painter icon, you can apply the copied formatting repeatedly until you press Esc.

- **Line Breaks Without Bullets**

When you're creating a bulleted or numbered list in Word or [PowerPoint](#), you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In [Excel](#), you can press Alt-Enter to start a new line within a cell.

- **Fix Stubborn Formatting**

Ever try to fix formatting that refuses to change? You can start with a clean slate by removing all formatting from the selection—select the block of text and press Ctrl-Shift-N.

- **Using the Paste Special Command**

When you copy text from the Web or another document into a Word file, Word will reproduce the typeface, color, and font size displayed in the original page. If you want the pasted text to match the formatting in the destination document, use Edit | Paste Special, and choose Unformatted Text.

- **Use Autocorrect to Add Symbols**

The AutoCorrect feature in [Office](#) can automatically place symbols in your documents. Here are some of our favorites.

(c) will do this: © <== will do this: Á
(r) will do this: ® --> will do this: →
(tm) will do this: ™ <-- will do this: ←
==> will do this: Æ

What's Inside:

From the President	2
No Show Policy	2
Your Virtual Reputation	3
Calendar of Events	3
Agenda	5

Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

Message From the President...

"Life should NOT be a journey to the grave with the intention of arriving safely in an attractive and well preserved body, but rather to skid in sideways, chocolate in one hand, body thoroughly used up, totally worn out and screaming "WOO HOO what a ride!" Anonymous

As we journey into the month of March, and onward to the first day of spring on the 20th, I wanted to share the above quote. It seems so fitting at this time when things are looking a little bleak. The economy has a hold on everyone it seems, and no job is secure no matter what type of business you work in. With the quote, I see someone encouraging us to take it one day at a time, don't worry about tomorrow and look hard for the silver lining.

I had hoped to have news from the radio station we approached about our April seminar but no word as of yet. We will be getting the registration brochure ready to go out the first part of next week (first week in March). As things progress we will keep all of you informed and should one of the committee members call or email you for assistance, I hope you will be able to give some time to the Chapter. If the radio station cannot join us, then we have our plan "B" ready to go.

I hope to see all of you at the March 9th meeting at the Kelly Inn starting at 5:30 p.m. Learning about becoming a virtual assistant may be an option any of us should like to have on the back burner.

I missed congratulations last month to Rachael Johannes for her new position at Care Cab. Congrats, Rachael!

Hope all is well with each and every one of you,

Andi Towner CPS

President

Anditowner2020@yahoo.com

(320) 249-1462 cell
(320) 259-9514 home
(320) 229-3506 work



No Show Policy

REMINDER: For all regular monthly meetings, that you RSVP as "yes", all "no shows" will be billed \$15, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible at susan.tomczick@awin.com or phone 320-252-9608.

We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay for the meal whether or not you are there.

Irish Blessings

May your heart be warm and happy
With the lilt of Irish laughter
Every day in every way
And forever and ever after.

May the Irish hills caress you.
May her lakes and rivers bless you.
May the luck of the Irish enfold you.
May the blessings of Saint Patrick behold you.

How Your Virtual Reputation Can Impact Your Real-Life Career

--Submitted by OfficeTeam

A polished professional reputation can make or break your chances of cultivating a successful long-term career. And now, thanks to the Internet, that reputation includes your online activities. Connecting with others through sites like *LinkedIn* and *Facebook* can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly turning to the Internet to get a more complete picture of applicants.

Keep the following in mind the next time you surf the Web:

- **Take stock.** Discover what information about you — if any — already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.
- **Exercise discretion.** When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.
- **Take charge of your image.** If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your professional history and career goals, unless you are networking for purely social reasons.
- **Observe the proper etiquette.** When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.
- **Share your insights.** Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

For additional tips on managing your online reputation, as well as conducting an online job search, download a free copy of *Search Smarts: Best Practices for Conducting an Online Job Search* at <http://www.rhi.com/onlinejobsearch>.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

CALENDAR OF EVENTS

Monthly Education Program & Meeting – “The Nontraditional Student” (from January)

April 13, 2009, Kelly Inn, St. Cloud

Administrative Professional Day Seminar – “Flirting for Success”

April 22, 2009, Kelly Inn, St. Cloud

Monthly Education Program & Meeting – “Are You Prepared for Your Future?”

May 11, 2009, Kelly Inn, St. Cloud

MN-ND-SD Division Annual Meeting – May 15-17, 2009, Rochester

2008 – 2009 Committee Member List:

Audit (*July – August*)

Co-Chairs: Florann Grettum, CPS
Kathie Lewandowski
Peggy Sullivan

Bosses' Day Recognition – Monday, October 13, 2008 (Monthly Meeting)

Chair: St. Cloud Quarry Chapter Board

CPS/CAP Liaison (*August – June*)

Chair: Peggy Sullivan

December Social with Brainerd Chapter (*October – December*)

Chair: MaryAnn Lindell, Brainerd Chapter
Location: Initiative Foundation, Little Falls

Hospitality (*September – June*)

Co-Chairs: Bev Radaich & Sue Tomczik

Membership (*August – June*)

Chair: Marlene Winters

Newsletter (*August – June*)

Chair: Kris Kowalzek

Nominating (*February – May*)

Chair: Joyce Rife

April Seminar/Open House/Impact Meeting April 22, 2008 – Speaker: Jill Siegel

(October – April)

Members: Pat Zwack, CPS/CAP, Joyce Rife and St. Cloud Quarry Chapter Board

Photographer (*September – June*)

Chair: Help Wanted

Programs and Education (*May – June*)

Chair: Joyce Rife

Sunshine Coordinator (*August – June*)

Chair: Karen Heid

Website Liaison (*August – June*)

Chair: Lori Oldenburg

Committee Member List Continued...

Shop 'Til You Drop (*August – November*)

Members: Leah Posterick, Bev Radaich, and Lori Oldenburg

Cub Foods Receipts (*September – May*)

Chair: Kathi Wilke

Public Relations (*August – June*)

Chair: Tami Mortenson

Ink Cartridge Recycling Coordinator

(*September – June*)

Chair: Help Wanted

Online Resources

International: www.iaap-hq.org

Division: www.iaap-mnndsd-division.org

Chapter: www.iaap-stcloudquarry.org

Newsletter Deadline

The next newsletter is due to be sent by March 27. If you would like to submit an article, please have the information to me by March 23.

--Kris Kowalzek, Newsletter Editor

kkowalzek@ifound.org

International Convention and Education Forum Sites

2009	Minneapolis, MN
2010	Boston, MA
2011	Quebec, Ottawa
2012	Grapevine, TX
2013	Anaheim, CA

Agenda
Monday, March 9, 2009
Kelly Inn, St. Cloud

- 5:00-5:30 p.m. **Set-Up/Registration/Social**
- 5:30-6:00 p.m. **Welcome/Introductions/Dinner**
- 6:00-7:00 p.m. **Educational Forum:**
Guest Speaker: Angela Green, Virtual Office Strategies
Topic: *“Is Becoming a Virtual Assistant for You?”*
- 7:00-7:05 p.m. **Five-minute Break**
- 7:05-7:30 p.m. **Business Meeting**
1. Call to Order
 2. Additions to Agenda
 3. Approval of January 2009 Minutes
 4. January 2009 Treasurer’s Report
 5. Committee Updates:
 - a. APD Seminar
 6. Announcements/Good of the Association
- Drawing**
- Adjournment**

