



The Amarillo Chapter Newsletter



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May 2007

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Shaping Your Future

The 2007 educational seminar, Shaping Your Future, was a great success. The line-up of speakers and programs won positive marks and comments from the attendees. Lisa Thomas, chapter President welcomed the attendees and began the seminar with a moment of silence in memory of the victims of the Virginia Tech tragedy.

Starting the day was Dortha Gray, CPS, Texas-Louisiana Division President Elect, who presented "Who is Robert?" an interactive and entertaining look at Robert's Rules of Order. A role playing session proved how long and drawn-out amending bylaws can be, and the need for a system to keep order—Robert's Rules. 

Kyle Vest of Edward Jones spoke on "Planning for Retirement". He gave us an eye-opening example of the amount of money needed for 20 years of retirement if all you want is for you and your spouse to be able to eat.  Using \$5/meal in the example, three meals a day for 20 years, for two people would require \$220,000. He then explained the benefits of contributing to your company's 401(k) and the differences between a standard IRA and a Roth IRA.

Gay Mills of the Office Administration Department of Amarillo College gave an overview of the college's programs, both degreed and continuing education, available for those pursuing a career in the administrative support field. She explained how to earn college credit for the CPS and CAP certifications. She asked for input from the audience on which areas people entering the administrative support field were lacking, and several attendees had suggestions for her.

The afternoon began with Lezlie Davis of BSA Healthcare Systems presenting "Eight Characteristics of Effective Presentations". She explained the basics of communications and then presented the eight characteristics. Her presentation was engaging and fun. 

Chris Lyles CPS, chapter Vice President gave a short overview of IAAP and the benefits of membership.

Rounding out the day was Sharon Miner of Leadership Amarillo and Canyon, presenting "That Was Then ... This Is Now". Her presentation focused on three areas that create the life we live: 1. The things we say; 2. The things we do; 3. The people we associate with. She gave examples of how all things in our life build on each other to create who we are and the kind of life we live. As usual, she was animated and engaging.

Much of the day was spent laughing and interacting with the speakers; leading to a pleasant learning experience.

GoodSearch.com is a new search engine that donates half its revenue, about a penny per search, to the charities its users designate. You use it just as you would any search engine, and it's powered by Yahoo!, so you get great results. Just go to www.goodsearch.com and be sure to enter the charity you want to support [first enter the city]. Just 500 of us searching four times a day will raise about \$7300 in a year without anyone spending a dime! And, be sure to spread the word!

COMPUTER CORNER

Submitted by Janet Howe CPS/CAP, MOS

Creating Contacts for Multiple People at the Same Company

Create a contact for the first person at a company by completing the new contact form. To create another new contact from the same company, open the original contact and on the Actions menu, click New Contact from Same Company. A new Contact form opens, containing the company name, address and phone number. Fill in the information for the new contact—name, title and email address.

From Step by Step Microsoft Outlook, Microsoft Press, 2001



If you're all wrapped up in yourself, you're overdressed.

~Kate Halverson~

Grammar School

DESERT or DESSERT

Quite similar pronunciation and uncertainty over the doubling of 's' can cause confusion between this familiar pair.

When these two are mixed up, it is usually in their plural forms: *deserts/desserts*. Just to get things straight, the *desert* is a 'dry sandy place' and, collectively, they—the Sahara, the Kalahari, etc.—are *deserts*.



An altogether different word, with the same spelling but a different pronunciation stressing the second syllable, is *desert* with the meaning of 'what one deserves'. This term, usually in the plural, has a negative ring. To get one's *deserts*, almost invariably *just deserts*, is to receive one's 'comeuppance', the unpleasant consequences of unpleasant actions.

Dessert—also pronounced with the stress on the second syllable—is the 'last course in a meal' and so, metaphorically, anything which comes at the end. It is not difficult to get the two words, *deserts* and *desserts*, confused. In the following clipping, what the film apparently received from its audience was a pudding: *At least Jim Jarmusch's existential western Dead Man got its just desserts [should be deserts] from the audience: glum faces and a sprinkling of shallow laughter.* (The Times)

Although the words share the same sound they differ in spelling, and are a part of fairly basic vocabulary. That said, the mistake has comic value (see above).

How to avoid: The single 's' in the middle of deserve and deserts, and their associated meanings, help to avoid the error of confusing them with *desserts*.

[Editor's note: you can also use the popular "desserts is stressed spelled backwards" as we sometimes relieve our stress with dessert!]

From Who's Whose A No-Nonsense Guide to Easily Confused Words, Philip Gooden

No pressure,
no diamonds!
~Mary Case~



Your attitude is your
window to the world!
~Jeff Keller~



MASTER THE 7 SECRETS OF NETWORKING

Help others, and they will help you. That's what networking is all about. It isn't just handing out your business cards; it's about showing kindness and camaraderie.

In his book *Never Eat Alone*, master networker Keith Ferrazzi maps out the seven rules for reaching out and connecting:

1. **Do your homework** on the people you're about to meet. The more knowledge you have ahead of time, the easier it will be to connect with them.
2. **Create a spreadsheet** of the people you know or want to meet. Ferrazzi rips out magazine lists such as "Top CEOs" and "Most Admired CEOs," and puts those names into a database.
3. **Follow up within 24 hours** after you've added someone new to your network. Focus on what you might be able to do for him or her.
4. **Target the people** you want to meet at conferences, and try to introduce yourself during breaks. Skip the small talk; they're busy, too.
5. **Don't be afraid to ask** to meet with them or to follow up with you. Remember: The worst they can say is "no." Once you accept that, you can put embarrassment and fear behind you.
6. **Don't keep score.** It's not simply about getting what you want. It's also about making sure that the people who are important to you get what they want too.
7. **Stay in touch**, and not just when you need something. It can be a quick, casual email: Ferrazzi calls it "pinging." **Tip:** Always send birthday cards.

From AdministrativePROFESSIONAL, August 2006

Avoid the hassle of airport security confiscating items from your carry-on bags by checking tsa.gov just prior to your flight to find the latest security "don'ts."

From AdministrativePROFESSIONAL, December 2006

CPS/CAP REVIEW

- _____ 1. Which one of the following demonstrates an example of tactical planning?
 - a. The organization's involvement in a recycling effort.
 - b. Increases in production outputs during a specific period of time.
 - c. The marketing department's plan for sale of a new product with prizes (e.g., a Caribbean cruise) for sales representatives selling the most each month during the coming year.
 - d. Long-range planning for the installation of a networked computer system.

- _____ 2. The secretary's ability to set appropriate work priorities is most dependent on
 - a. the enjoyment derived from performing the task.
 - b. the proofreading necessary to check the completed work.
 - c. whether the work process is frequently interrupted.
 - d. how long the task will take.

- _____ 3. An endorsement that grants a U.S. citizen entry into a foreign country for a specified period of time is known as a/an
 - a. visa.
 - b. passport.
 - c. itinerary.
 - d. travel permit.

- _____ 4. XYZ Office Supplies Inc. receives an order for 12 dozen electronic typewriter ribbons from the B&Y law firm. Which of the following is considered the source document for the transaction?
 - a. The check issued by B&Y law firm for payment of the invoice.
 - b. The inventory record of XYZ Office Supplies Inc. showing the quantity of typewriter ribbons available for sale.
 - c. The invoice issued by XYZ Office Supplies Inc.
 - d. The purchase order received from B&Y law firm.

- _____ 5. Unique data used to identify a person, place, or thing are stored in a
 - a. central processing unit (CPU).
 - b. key field.
 - c. record.
 - d. systems program.

- _____ 6. A 64-bit CPU means that
 - a. the CPU can handle 64 words in one machine cycle.
 - b. the CPU can internally move eight characters at one time.
 - c. the CPU can move 512 characters in one operation.
 - d. the internal storage capacity of 64,000 characters.

- _____ 7. A powerful general-purpose language for developing software on minicomputers or microcomputers is
 - a. BASIC.
 - b. C.
 - c. COBOL.
 - d. Pascal.

- _____ 8. Because of company growth, your workload has increased. You would like to work at home but need a copy of the office software. What does the company need to obtain in order install their software on your home computer?
 - a. Encryption
 - b. Network license
 - c. Site license
 - d. Software license

Answer Key: 1. C; 2. D; 3. D; 4. D; 5. B; 6. B; 7. B; 8. C

Information Center

Monthly Networking & Education Session

Date: Thursday, May 10, 2007

Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:00 p.m. Business Meeting
7:30 p.m. Adjourn

Location: Pacific Rim
2061 Paramount

Program: Courtney Forrest
Panhandle Girl Friday
Personal Errand Service

Menu: Order from menu

Meeting Fee: \$2.00

RSVP: Please contact Tammy Norton at 806-358-2936 or Tammy_norton58@hotmail.com for more information.

Thanks to the following for contributing door prizes for our seminar: Fellowes, Masterson Management Corp., Chris Lyles CPS, Tammy Norton Avon, Precision Resource Company, and Office Dynamics.

The following companies contributed items for the gift bags: Swifty Communigraphics, Pendaflex, WTAMU Enterprise Network, Precision Resource Company, Office Dynamics, Amarillo Economic Development Corporation, Amarillo Chamber of Commerce, Affiliated Foods, Inc. and Utility Engineering. We truly appreciate your contributions.

Thank you to Jo Ann Haddock and Affiliated Foods, Inc. for providing the name tags.

Janet Howe CPS/CAP has recently earned the Microsoft Office Specialist (MOS) certification in Word, PowerPoint and Outlook.

“Early to bed, early to rise...”
Still doesn’t give you enough time to get everything done!

May membership: 19

Congrats to Tammy Norton on her new job at Dillards. Congrats also to Janet Howe CPS/CAP, MOS on her new job at ProAg Management.

Thank you to all the members of the 2007 Seminar Committee: Barbara Burris, Emily Garner CPS/CAP, Tammy Norton and Patsy Wells CPS/CAP. There have been many positive comments regarding the seminar and it would not have been the success it was if not for the efforts of these women. It is truly a team effort and I appreciate the hard work of each team member. Thanks, Janet Howe CPS/CAP, MOS, Committee Chair

Candidates for the Amarillo Chapter 2007—2008 Board are:
President—Lisa Thomas
Vice President—Chris Lyles CPS
Secretary—none
Treasurer—Tammy Norton
Director—Emily Garner CPS/CAP
The election will take place at the May chapter meeting.

On Your Calendar

May 4 & 5
CPS/CAP Exams

May 18—20
T-L Division Annual Meeting
Crowne Plaza Hotel
Houston

July 29—August 1
International Convention &
Education Forum
Tampa Convention Center
Tampa, FL

Door prizes for the following months will be provided by:

May—Chris Lyles CPS
June—Tammy Norton

Upcoming Programs

June—Dr Colby Perkins, Perkins Family Chiropractic, laser therapy for carpal tunnel

MAY

Happy Birthday to:

8 Lisa Thomas
9 Pam Moore
29 Jo Ann Haddock

Happy IAAP Anniversary to:

Pam Moore 2005



Nobody succeeds beyond his or her wildest expectations unless he or she begins with some wild expectations.
~Ralph Charell~

Your day goes the way the corners of your mouth turn.
~Unknown~

