

# THE MESSENGER

June/July

## A MESSAGE FROM THE PRESIDENT

Dear Chapter Members,

This time last year we were in the middle of preparing for the 50<sup>th</sup> Annual Division meeting and Education Forum. We were also praying that the weekend would come quickly so we could take a break.☺ It's hard to believe that a year has past, but we made it through, a little worn, but still standing. At this year's meeting in Ocean City, there will be 11 of us in attendance and we plan to have a great time – are you planning to be there?!

This past weekend (May 6 & 7) we had 5 chapter members who sat for the CAP exam and I just want to congratulate them on getting this far. It was not an easy process but they persevered and I am confident that in a few months they will reap the benefits of their efforts.

In the coming months we have a few activities planned and the success of these events will depend on the participation of all members. In June, the chapter celebrates its 25<sup>th</sup> year of existence. That is quite an achievement for a chapter that was almost defunct a few years ago. Today we have a total of 41 members and we plan on growing in the coming months. Our next event scheduled on Sunday, June 26, 2005 is the "Bowie Baysox Baseball Game" fundraiser. This is a great family event and I want to encourage all members to participate. If you are unable to attend, that's ok, however, you can let your friends and family know about the event. You will find more information about the game on page 2 of this newsletter.

Before closing let me take this opportunity to extend congratulations on behalf of the Chapter to Division President, Mary Lee Seaman CPS on an excellent "Fired Up" year.

Best wishes and continue to "Energize your Zone".

Sharon Dawes CPS/CAP  
Chapter President

Crystal D. Murphy, Editor☺

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*A true friend knows your weaknesses but shows you your strengths; feels your fears but fortifies your faith; sees your anxieties but frees your spirit; recognizes your disabilities but emphasizes your possibilities.*

*-William Arthur Ward*

## Take me out to the ball game.....

As a chapter fundraiser, we have purchased tickets to a Bowie Baysox Baseball game. It's family fun night out at the baseball game, which is scheduled for Sunday, June 26<sup>th</sup> to begin promptly at 6:05pm. This fun night include lots of things to do with the kiddies, to include:



-  Play catch before the game;
-  Meet the team (autographs from 5:00pm - 6:00pm);
-  Fireworks after the game; and
-  Kids can run the bases after the game

The tickets are being sold as follows: \$12 each for the first two and \$10 each for additional ticket. The seats are reserved box seats which are close to the field.



Anyone interested in joining us for a great evening of fun, please contact Mo Turner on her cell at 301-385-9680 or email [moturner@umd.edu](mailto:moturner@umd.edu).

## MEET THE MEMBERS

This section will be dedicated to our Chapter members. If you would like to be featured in the next issue, please send your information to me at [cmurphy@aicpa.org](mailto:cmurphy@aicpa.org) or feel free to call me at 202-434-9265. Let's meet this month's member, Cynthia M. Dillon.

CYNTHIA M. DILLON



LOVES TO TRAVEL

I was born and raised on the beautiful island of Jamaica West Indies, the eldest of seven, two sisters and four brothers. I grew up in the South Eastern part of the island, Linstead, St. Catherine. I was married on March 29, 1983 and migrated to the United States on June 15, 1984, where I furthered my studies by attending the Washington School for Secretaries which was located in Washington, DC. Upon successful completion of my schooling I obtained a job with PSI Associates where I worked as a secretary for a year and a half. After leaving PSI I worked with the National Data Corporation as a secretary then to Maryland National Capital Park and Planning Commission (MNCPPC) where I started as an administrative aide; promoted to administrative specialist then promoted again to payroll specialist. While working at MNCPPC I continued to further my studies by attending Prince George's

Community College in the area of finance and also found some time to be educated in the nursing field, by becoming a geriatric nursing assistant at ManorCare.

I was introduced to the IAAP by Crystal Murphy in January of this year. Upon attending the meeting, I gain interest in which I promptly joined. I have been to various chapter meetings, education seminars and chapter charters and kept asking myself "where have the IAAP been all this time?" as I have been in the administrative field for over 20 years, and have never heard of the IAAP. Nevertheless, I am glad to be a part of this prestigious organization and plan to become very active in my chapter. I recently sat for the CAP exam in May with great hopes in becoming certified.

I am currently employed by the American Institute of Certified Public Accountants as an administrative secretary and just celebrated my first year anniversary. I have five wonderful children, four boys and one girl. I am a devoted Christian and am currently the youth president and secretary of my church. I enjoy learning new things and also sharing what I've learned in any way I can. I have a great weakness for traveling; love to read comic strips, watch adventurous, action and humorous movies. I am also a member of Promonde Travel; you can visit my website at <http://www.promondetravel.com/2bfree.asp>.



### The Secret to Success

Philippines 4:13. I can do all things through Christ who strengthens me.

The road to success is not straight. There is a curve call Failure,  
 A loop called Confusion, speed bumps called Friends, red lights call Enemies,  
 Caution lights called Family. You will have flats called Jobs. But, if you have a  
 Spare call Determination, an engine call Perseverance, insurance call Faith,  
 A driver called Jesus; you will make it to a place called Success.

## OTHER CHAPTER HAPPENINGS

**Embassy Square Chapter - IAAP®**

PRESENTS

Organize Now...or Agonize Later

Organize Now...or Agonize Later

- When:** June 7, 2005
- Where:** Jury's Washington Hotel  
1500 New Hampshire Avenue, NW, Washington, DC 20036
- Time:** 5:30pm Registration/Networking – Dinner Buffet  
6:00pm Meeting
- Cost:** \$25

This dynamic, 2-hour seminar offers practical ways to apply proven time management concepts to the realities of a "normal" day: priorities that shift hourly, telephone tag where it takes 5 calls on average to connect, the endless interruptions and crises. The typical busy administrative professional has 36 hours worth of work on their desk, a stack of phone messages to return, and 50 new email messages in the inbox. Where to start? This seminar will give you proven, practical "best practice" tips and techniques for personal organization and effectiveness that work for all administrative job functions. In addition, we will discuss the advantages / disadvantages of the various types of application "tools" available from simple calendars through hand-held devices.

Organize Now...Agonize Later will teach you how to:

- Reduce the mind clutter,
- Select the best organizational tools (paper and technology) for you,
- Distinguish between "urgent" and "important",
- Develop a realistic workload / task plan,
- Gain more control over common interruptions,
- Implement a "best practice" daily planning process,
- Delegate with less stress (or receive low stress delegations),
- Clear the desk and e-mail inbox using the "4-D Process", and
- Manage notes from conversation and meetings for nearly instantaneous "total recall."

**IF YOU WANT TO REACH THE PINNACLE OF PERFORMANCE, DON'T MISS THIS SEMINAR!!!**

For additional information regarding this seminar, please contact LaFaundra R. Neville,  
c/o American Society of Hematology, 1900 M Street, N.W., Suite 200, Washington, DC 20036.

E-mail: [Ineville@hematology.org](mailto:Ineville@hematology.org).

## TECHNICAL KNOW HOW (SUBMITTED BY JANE BEADLING)

### EXCEL TIP: EVER NEED TO CAPTURE PART OF AN EXCEL SPREADSHEET AS A GRAPHIC TO USE IN ANOTHER DOCUMENT?

If you need to use part of an Excel Spreadsheet for another file or presentation, you can capture a portion of the sheet as a graphic.

Here's how:

- Highlight the area to be included in the graphic.
- Hold the Shift key down and go Edit => Copy Picture.
- Select As shown on screen.
- Select the Picture format for an RTF file, or BMP format for a Bitmap file.
- Click OK to copy the graphic to your clipboard.
- The new graphic can now be pasted into another document (Ctrl + V) or into your favorite graphics program for touchups.

**Hint:** If you get a message that your RTF file is too large and will be truncated change the format to BMP to capture the entire area selected.

### EXCEL TIP: WANT TO PROVIDE CELL COMMENTS WITHIN AN EXCEL SPREADSHEET? WHEN SENDING AN EXCEL SPREADSHEET TO SOMEONE, IT'S HELPFUL TO PUT A COMMENT NEXT TO CERTAIN CELLS. THERE ARE TWO METHODS TO ACCOMPLISH THIS:

#### Method 1:

- Highlight a cell.
- Right mouse click and select Insert Comment from the menu.
- A comment box appears where you can type your comments for the cell.
- Click anywhere on the spreadsheet to exit the comment box.

#### Method 2 (via the keyboard):

- Highlight a cell and press SHIFT + F2 on the keyboard.
- The comment box appears where you can type your comments for the cell.
- Click anywhere on the spreadsheet to exit the comment box.

#### To edit the cell comment:

- Use **Method 1**, selecting **Edit Comment** instead, or use **Method 2** above.

#### To delete the cell comment:

- Highlight the cell with the comment.
- Right mouse click and select Delete Comment.

\*\*\*\*

### A SWEET LESSON IN HUMANITY



Years ago, a 10-year-old boy approached the counter of a soda shop and climbed on to a stool. "What does an ice cream sundae cost?" he asked the waitress. "Fifty cents," she answered.

The youngster reached deep in his pockets and pulled out an assortment of change, counting it carefully as the waitress grew impatient. She had "bigger" customer to wait on. "Well, how much would just *plain* ice cream be?" the boy asked. The waitress responded with noticeable irritation in her voice, "Thirty-five cents."

Again, the boy slowly counted his money. "May I have some *plain* ice cream in a dish then, please?" He gave the waitress the correct amount, and she brought him the ice cream.

Later, the waitress returned to clear the boy's dish and when she picked it up, she felt a lump in her throat. There on the counter the boy had left two nickels and five pennies. She realized that he had had enough money for the sundae, but sacrificed it so that he could leave her a tip.

**The moral:** Before passing judgment, first treat others with courtesy, dignity, and respect.

Adapted from *A Lifetime of Success*

# A BIT OF CHAPTER NEWS

## UPCOMING EVENTS

- May 10<sup>th</sup> ..... Chapter Elections
- June 14<sup>th</sup> ..... Educational Program and Officers Installation
- Date to be determined..... 25<sup>th</sup> Anniversary
- July 17-20<sup>th</sup> ..... 2005 International Convention Denver, CO

Check your emails for more information on these programs.



## REMEMBER THIS.....



Flexible people never get bent out of shape.

## Happy Birthday



The following chapter members will be celebrating birthdays in June, July and August.

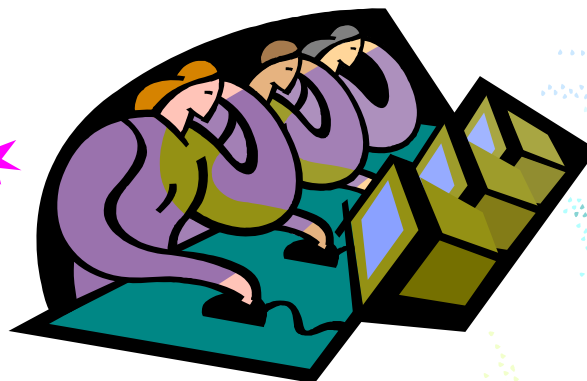
Sharon Dawes	Jul. 2
Deborah Leigh	Jul. 7
Mary Gibson	Jul. 15
Cynthia Dillon	Jul. 29
Cathy Spenser	Jul. 29
Crystal Murphy	Aug. 8
Isabelle Ejangué	Aug. 13
Oluyinka Williams	Aug. 14
Mo Turner	Aug. 16

HAPPY BIRTHDAY TO YOU!



## CERTIFICATION STUDY GROUP

Good Luck to all of who sat for the CPS/CAP exams in May.



Please contact **Sharon Dawes CPS/CAP** at 301-314-3486 or [sdawes@umd.edu](mailto:sdawes@umd.edu) for more information on the certification study group.

MEET THE BOARD

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(from left) Southwest District Director Patti S. Speer, Southeast District Director Tia Theriaque CAP, Northwest District Director Lynda B. Boulay CPS/CAP, Northeast District Director Linda Lorden CPS, Great Lakes District Director Mary A. Ramsay-Drow CPS/CAP, President Jo A. Peay, President-Elect Kay E. Enlow CPS/CAP, Vice President Sandra P. Chandler CPS, Secretary Marcia O'Hearn CPS/CAP, Treasurer Judy McCoy CPS/CAP, Affiliate Representative Ava Lee CPS, Canada District Director Barb Horton CAP.

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**“Energize Your Zone”**

Prince George's Chapter is a member of the DE-MD-DC Division of the International Association of Administrative Professionals (IAAP®).

The Chapter was chartered in 1980.

Our meetings are held every second Tuesday of each month (September-June) at 6:00 p.m.

For more information about our Chapter you may visit our Division website at [www.demddc-iaap.org](http://www.demddc-iaap.org)

**PRINCE GEORGE'S CHAPTER STANDING COMMITTEES**

**ADMINISTRATIVE PROFESSIONALS WEEK**

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