

POWER *of* **Commitment** Golden Corridor Chapter

September Meeting Topic

Networking & Success
Presented by: John Ruby
September 17, 2009
6:00 P.M.
Zurich Café

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www.goldencorridor.org

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

September 2009
Issue 28

LETTER FROM THE PRESIDENT

Welcome Back Everyone.

Golden Corridor is just thrilled to be one of the IAAP Chapters of Excellence; which was achieved under Andrea Turner's leadership for 2008-2009. Thank you Andrea! We have an enthusiastic group committed to achieve excellence and we are so proud to be in the Chapter of Excellence.

The 2009 Education Forum and Annual Meeting (EFAM) was in Minneapolis, Minn. July 26-29 at the Minneapolis Convention Center was an exciting time to be in Minnesota; No Snow! No Frigid Weather! This premier event took place over the summer with over 1000 attendees. This event offered more than 50 education workshops focusing on topics from management skills to leadership development. Attendees had the opportunity to see the inner workings of the association by attending the business sessions that highlighted the association leadership. And we couldn't forget the numerous networking events that provided social gatherings with our peers. My first experience at EFAM was eventful. I had the pleasure of working at the Delegate Credentialing Table and I must say; IAAP members really do take their responsibility seriously. It was so interesting to see how we all fit in the big picture of the delegate process. I met Paula from Tokyo, Japan, and so many people from Canada, Bahamas etc; we really are international. It was not all work; actually do love Minnesota in the summer that is; strolling down Nicollete Avenue and ending up at Hell's Kitchen. Don't miss Kathy Harper's delegate report which is posted on our website. I would encourage all of you to try to attend next year's EFAM meeting in Boston; I have started saving my vacation time.

Set your sights and travel with your Passport to Excellence at the Illinois Division 2009 Professional Enrichment Program (PEP) on September 19 2009 at the Hilton Garden Inn Lake Forest Mettawa, Lake Forest, IL. The two programs featured are: North America: Get Along with Anyone and Succeed, presented by Lori Klinka; and South America: Journey to Professional Presence, presented by Cathy Emma. **If you have any questions please contact Susan at 847-535-1316 or susan.meyer@grainger.com.**

We will continue to hold our GCC Membership meetings at the Zurich Cafe in Schaumburg. Please plan on attending our first meeting September 17, 2009 at 6pm.

Cast call – Please look over the committees on the following page and see if you can squeeze in sometime to help. Feel free to reach out to me to discuss any ideas/suggestions/concerns that you may have at any time.

Have a Golden Day!

Evelyn Szalkowski
GCC IAAP President, 2009-2010

GCC COMMITTEES

Membership Committee

Chair: Linda Clark CPS/CAP

Direct all activities of the chapter having to do with the recruitment and retention of members.

Educations & Certification Committee

Chair: Kathy Harper CPS/CAP

Stimulate interest and encourage participation in CPS/CAP program. This will include submitting documentation to headquarters to allow GCC monthly meeting attendees to receive recertification points or CEUs. On behalf of the Board, Kathy will monitor chapter's progress in completing the Pathways to Excellence criteria to attain Chapter of Excellence.

ByLaws and Standing Rules Committee

Chair: Andrea Turner CPS/CAP

Maintain conformity in the chapter bylaws with the International and Division bylaws by proposing amendments and resolutions to the GCC.

Program Committee

Chair: Lisa Nuske

Plan and schedule GCC monthly speakers from September to June for GCC meetings.

Audit Committee

Chair: Susie Witwicki

Perform an audit within 45 days of the close of the fiscal year. This will include a written report covering the audit, which will be submitted to the Board/GCC. All records will then be transferred to the incoming Treasurer.

Fundraising Committee

Chair: Jane Holland

Collect and review ideas for Golden Corridor Chapter fund raising and make recommendations to the Board/GCC.

Nominating Committee

Chair: Barbara Turek CPS/CAP /

Susie Witwicki

Contact chapter members to inform them of open seats on the Board and solicit nominations.

Community Service Committee -

Chair: Jane Holland

Plan community service projects for the chapter to take part in from September to June.

Chapter Archivist Committee

Chair: Barbara Turek CPS/CAP

Keep all records pertaining to the history of the chapter.

Impact Meeting Planning Committee

Chair: Open

Plan a theme for October and April Impact meetings to draw new members to attend and see what our Chapter/Organization has to offer.

RTF Committee

Chair: Linda Robinson CPS/CAP

Provide awareness of the Retirement Trust Foundation (RTF) to chapter members, act as liaison between IMP Illinois Division RTF Chair and Golden Corridor Chapter regarding RTF activities and communication, and encourage participation in RTF Fundraising events.

Strategic Planning Committee

Chair: Andrea Turner CPS/CAP

Create a planning strategy to increase membership, guide for future leadership and outline to guarantee on-going GCC member satisfaction. (*AGGRESSIVE LEADERSHIP AND EXPERIENCED CHAPTER MEMBERS*).

Newsletter Committee

Chair: Rita Baseleon

Gather information pertaining to our profession and prepare the Chapter's monthly newsletter to distribute to all GCC members.

Website Committee

Webmaster: Ann Kuhlmann

Keep website current with chapter information and events.

Good Luck to our 2009-2010 Board



Evelyn Szalkowski, President, and an IAAP member since September 2008. Evelyn is a Senior Administrative Assistant at Aetna Global Benefits in Chicago. Evelyn manages the administrative responsibilities of the Pacific-North Central Region and Dubai. Prior to Aetna, Evelyn was the executive assistant to the National Vice President – Sales at UnitedHealthcare and Humana.

Sweet home is Chicago, but Evelyn enjoys traveling abroad and spending time with her grandchildren and her silky terrier, Rosie.

Lisa Nuske, Vice President and an IAAP member since January 7, 2009. Lisa is an Account Executive at Tasty Catering, is the member of the Special Events team focusing on financial, technical and insurance industry events, as well as teaming up with meeting planners to create memorable parties and events. In addition to working with her clients to create beautiful special events, Lisa also develops signature "Tasty" décor looks for outdoor events, special events, and holidays.

Lisa attends many industry-networking functions and is involved with IAAP (International Association of Administrative Professionals), Association Forum, NACE (National Association of Catering Executives), and ISES (International Special Events Society).

Originally from Appleton, Wisconsin, Lisa has a diverse background working as an independent voice teacher, in software and hardware support, and also has over 10 years experience in floral design and sales. Lisa is a graduate of Lawrence

University in Appleton, Wisconsin, with a degree in classical vocal performance.

It is because of her love for music that she met her friend, boss, and owner of Tasty Catering, Tom Walter. They met through a group called The Royal Airs Drum and Bugle Corps for which Lisa was a Board member and Horn Instructor. They both moved on to another group called The Men of Brass for which Lisa was again on the Board of Directors as well as the Horn Instructor. Lisa still has a passion for music and is currently working to pursue her love of jazz and singing.

Don Humphrey, Treasurer and an IAAP member since March 2007. Don is an Administrative Assistant at Motorola, Inc. Additionally, Don manages all of the internal communications for his entire department as well as the department's internal website.

Don has lived in the Chicago area for over 11 years, having lived in the far northern suburbs before moving to Des Plaines two years ago. When away from the office, he enjoys spending time on his computer at home surfing the web and playing SimCity. He also enjoys being outdoors in the summer months, soaking up the rays at the Six Flags water park or riding his bike. Originally from northeast Ohio, Don's parents, siblings and 6 nieces and nephews all reside in Pennsylvania. In addition to visiting family, his favorite travel destinations include Las Vegas and the Gulf Coast of Florida.

Board positions: served on the Membership Committee and Web Committee 2007-2008.

Ann Kuhlmann, Recording Secretary and an IAAP member since September 1, 2004. Ann is an Administrative Assistant at Eastman Kodak Company, supporting over 300 field service managers and engineers on the East Coast for the Graphic Communications Group.

Ann has a BS from Illinois State University with a double major in Business Administration and Organizational Management; and a Paralegal certificate with honors from Roosevelt University. Ann lives in Des Plaines with her dog, Frankie and is a volunteer with Secondhand Shelties, which is a no kill shelter for Shelties. Each year, she contacts adopted dogs families to see how things are going. She enjoys walking in the woods, gardening and reading good mysteries. Her favorite movie is Harvey starring James Stewart.

Board positions: Golden Corridor Web Master 2007-2008 and 2008-2009.

Brigitte Morris, Corresponding Secretary and an IAAP member since 2004. Brigitte Morris is currently working for State Farm Insurance Company as a secretary in the Claims Division. She's held numerous positions over the course of five years with State Farm and serves as a regular representative or volunteer with the company's community-oriented programs. Brigitte has an Associate of Arts Degree from the International Academy of Fashion Merchandising. She is originally from Mississippi, moved to Maywood, Illinois as a pre-teen, and currently resides in the Chicagoland area. Brigitte has four sisters. She is an avid reader, enjoys old movies, traveling and spending time with family and friends.

Pictures from the June 2009 GCC Meeting



GOLDEN CORRIDOR'S PATHWAYS TO EXCELLENCE



News of achievement is always the best news and when it is our own, then it can't get much better than that. For those that were not at the June 2009 chapter meeting or attended EFAM, as past president, I am pleased to announce that Golden Corridor achieved Chapter of Excellence

along with six of our members who have obtained Member of Excellence recognition: Kathy Harper CPS/CAP, Jane Holland, Ann Kuhlmann, JoEllen Pickett CPS, Barbara Turek CPS/CAP, Andrea Turner CPS/CAP. Congratulations also go to Illinois Division in achieving Division of Excellence! The Pathways to Excellence Recognition Program was launched this year to raise the member's value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program is based on the following ten principles, each a fundamental part of excellence:

- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing, Research, and Community Outreach Programs and Participation
- Recruitment and Retention
- Strategic Planning

There were 1,291 members, 168 chapters, and 18 divisions that participated in the 2008-2009 program. A complete list of 2008-2009 Members of Excellence, Chapters of Excellence, and Divisions of Excellence can be found at <http://Pathways.iaap-hq.org>.

Strategy for Golden Corridor – We CAN Do It!

Ten of Golden Corridor's leaders (past, present and future) recently met on a Saturday morning in a conference room determined to formulate a 3-year plan and immediate 3-6 month goals for our Chapter. The *Golden Corridor Strategic Planning Review 2009-2010* easily ran over the

scheduled four hours due to active participation in all members of the group. By the end of the workshop it was determined that our chapter will focus on membership, education/career development and networking as top priorities. Members can look forward to membership rewards, development of key strategic partnerships, impact meetings, membership growth, education and certification. Follow the chapter's progress via attendance at monthly meetings and newsletter reports. All levels of participation in our goals are welcome. It is not necessary to volunteer for a committee, but if you can spare an hour a week, a month, or a day, contact Andrea Turner (Andrea.Turner@motorola.com) or any member of the current board.

Looking to Make a Job Change?

Thinking about your career development, changing jobs / employment, either because you have been downsized out of your last position or feel it's time to make a change? As everyone knows, networking is an important strategy when making a career change. Golden Corridor Chapter has a newly created networking group tailored for our **job searchers** and will be meeting just prior to our monthly meeting from 5 – 6pm in the Zurich Café. This face-to-face group will not only provide support to members in a similar situation, but will be sharing resources and internet links, tips to interviewing and discussions on resume updates among other relevant discussions.

Between meetings, discussions may continue through the Yahoo group: **iaap-goldencorridor** (<http://finance.groups.yahoo.com/group/iaap-goldencorridor/>), formed for Golden Corridor Members and supporters of our chapter. As our members are learning, finding a job today is much more challenging than ever and it will take many avenues to reach the end of the road – or employment! By the way, this discussion group is not limited to career development. If you will be taking the CPS/CAP exam, this is an excellent forum for a Study Group!

If you are interested in participating in this group, please contact Andrea.Turner@motorola.com for an invitation to membership in this group

BYLAWS VOTING RESULTS FROM EFAM

Proposed Bylaws Amendment 1 on new membership dues was amended and passed as amended. The amended amounts for members residing in the United States and Canada are: professional \$83, professional-merited \$47, student \$50, associate \$180. The amounts for each category for members outside the United States and Canada are \$20 higher.

Proposed Bylaws Amendment 2 on a \$15 processing fee for all new members passed.

Proposed Bylaws Amendment 3 on raising annual affiliate fees from \$130 to \$155 passed.

Proposed Bylaws Amendment 4 on payment of renewal of membership dues within 30 days after renewal date was amended and passed.

Proposed Bylaws Amendment 5 on election of district directors and eliminating some no longer needed wording passed.

Proposed Bylaws Amendment 6 on association members-at-large representation at EFAM and election of delegate and alternate passed.

Proposed Bylaws Amendment 7 on changing the words "annual convention" to "annual meeting" passed. This ties in with the name change to International Education Forum and Annual

GET INVOLVED IN THE IAAP WEB COMMUNITY

One of the optional criteria for attaining your Member of Excellence for the year is: "Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)." Maybe this is something you would like to do, but you are not sure where to begin. There are many active forums from which to choose. First, let's see how we get to them.

Go to the IAAP website (<http://www.iaap-hq.org/>). In the upper right-hand corner, click on **Members**. Next, click on **Login**. (If you've never logged in before, or do not remember your login credentials, follow the instructions on the login page.)

Below the Welcome banner, click on **Network**. Here you will see your profile. Consider making some updates, like adding a picture if you have

one, or completing some of the other items like your bio, certifications, etc. Below the picture area, you'll see **My Contacts**, **Groups** and **Networks**. Under Groups, click on the link for **Golden Corridor**. From here, you can view the other GCC members' profiles, send messages, and so on.

Now, below the welcome header, click on **eGroups**. This will show all of the eGroups to which you have the ability to read and post; however, you must subscribe to the groups to post to them. To view and edit your subscriptions, find the blue buttons on the left side of the page and click on **My Subscriptions**. Here is where you set up your email preferences for the eGroups. Click on the radio buttons that correspond with the frequency of emails you'd like to receive. For Daily Digest, all of the updates throughout the day will be compiled into one email each day. In other words, if you're subscribed to 4 groups with the Daily Digest option, you will receive one email each day from each group that has had activity in the past 24 hours. The Real Time option means whenever someone posts to that group, you'll receive an email right away. This is particularly handy if there's a current conversation of interest that you wish to follow closely. Remember, you can always visit the My Subscriptions page to increase or decrease the frequency at which you receive emails. Once you've made your selection(s), click on the **Save** button at the bottom of the page. Setting up emails for the chapter's group is highly recommended, and you may also find other groups that interest you as well. So get involved and have fun

SUPPORT GCC FUNDRAISING

When I was growing up, there was one lady on our block who we rarely saw except during the months of October and March. Whenever Mrs. Herd rang the doorbell, we knew it was a Fundraising month. Mrs. Herd was a dear soul who took care of her family and seldom mixed with the other *stay-at-home Moms* but when it came to fundraising, she was a regular volunteer.

Well, I guess I'm the Mrs. Herd for Golden Corridor as we begin another year of fundraising. In 2009-2010, we are offering **Terri Lynn** nuts and fruits, a healthy and nutritious snack choice.

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SUPPORT GCC FUNDRAISING (Contd)

Terri Lynn is a family owned business located in Elgin, IL. For more than 70 years, Terri Lynn has provided nuts, dried fruits and other products to bakeries, dairies, restaurants, retailers and fundraising organizations. Terri Lynn's quality fruits, nuts and trail mixes should generate quick and easy sales.

The Golden Corridor is working hard to keep chapter membership fees low and affordable. Our Program Committee has put together another year of strong, entertaining and knowledgeable speakers with 90% of programs offering recertification points. All fundraising profits will be used to defer the increasing costs of our monthly programs and meals. Last year, only a hand full of chapter members participated in our fundraising efforts. We are asking all Chapter members to display the Terri Lynn snacks in your work place or purchase them as gifts for friends and relatives. We are confident they will generate quick and easy sales. We need your help. Remember, the more funds we are able to bring into the chapter through fundraising, the less we will need to increase future fees.

Contact Jane Holland (Fundraising Chair) for more details at jane.holland@dentsply.com or call me at (847) 640-4900.

CAREER RESOURCE CENTER Lake Forest, IL 60045 (847) 295-5626

Our Mission

Empower clients to conduct an effective job search

CRC energizes and empowers clients by offering education, training and mentoring in a supportive environment focused on self-empowerment by fostering hope and optimism, validating and restoring self-esteem and encouraging persistence in the face of obstacles. CRC's role is to "teach them how to fish", ultimately, guiding clients toward greater economic self-sufficiency and long-term independence.

Our History

Career Resource Center began as a church outreach mission in the late 1980s with an innovative approach for serving the needs of a few local individuals impacted by the "white collar" recession. CRC "officially" opened its doors in a rental facility in 1990. Initially a volunteer director operated the Center three days a week.

To keep up with Career Resource Center's resounding success and move forward with its needs-driven growth, CRC employed an Executive Director, became incorporated (1994), received its tax-exempt nonprofit status (1995), expanded to full-time operations (1996) and moved to a spacious new facility (2002). The

Center continues to modify and expand services to bring knowledge reflecting current marketplace demands to our clientele.

During Career Resource Center's 15+ years of service it has achieved significant growth, and emerged as a benchmark for Chicagoland nonprofit career transition centers. The Center moved from a church affiliated, limited-hours outreach mission to an incorporated, nonprofit organization offering a broad array of re-employment services. CRC has grown from assisting a few local clients per week to serving the needs of approximately 1,000 clients each year. Since inception, CRC has served more than 9,500 individuals, possessing great diversity in professions, experience, gender, age and residency. Today our volunteer corps has grown to over 110 individuals who all offer their expertise pro-bono.

JOIN THE WATER COOLER CLUB

Whenever a group of new IAAP members come together, the conversation frequently turns to the reasons for joining IAAP. These reasons range from purely social to a desire to become certified and positioning oneself for professional advancement, recognition, leadership, educational/training and higher salaries. Another key reason for joining IAAP is **networking**. This is especially true in today's climate of downsizing and job eliminations. Networking can be an important tool in locating that new position quickly and painlessly.

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JOIN THE WATER COOLER CLUB (Cont'd)

Don't wait to start networking until you've been laid off. Begin now and always be prepared to add to your networking chain. Join the water cooler community. At the water cooler you can seek and share advice about career changes, job flexibility, achieving work/life balance, tackling age hang-ups and more.

I've noticed that often times we take networking for granted. It is important to keep networking fresh. Networking should include more than a group of friends we've known for years or meet casually at networking events. It also includes business acquaintances and community contacts. Think of every place you go as an opportunity to meet people.

Always keep a supply of business cards to distribute when the occasion presents itself. However, just passing out business cards isn't enough. I've collected a lot of business cards over the years and there are times when I look at them a day or so later and nothing memorable jumps out. So I've tried to come up with ways to make the card-giver (me) more unforgettable when meeting face-to-face.

- Be Distinctive – wear a bright colored blouse/shirt, tie or a piece of jewelry that stands out.
- Reinforce your language – don't get too comfortable just giving your 2-minute elevator speech. You can hear several similar speeches at one event. Describe yourself in a short, *stand-out* sentence.
- Ask thought-provoking questions to start the flow of conversation and show an interest in the response.
- Contribute to the group conversation with one or two comments but don't be a know-it-all.
- Be a good listener – be present in the conversation and maintain eye contact.
- Follow-up in a day or so with an updated resume if appropriate.

Networking means connecting with people. It is important in helping us achieve success. According to a statistic I saw recently 80% of all available jobs are not formally posted. Landing a position is more easily accomplished through word of mouth. Many companies count on employee referrals as a major source of new hires.

Wireless communications is a growing vehicle people are using for networking today. One of the leading online professional networks is LinkedIn (www.linkedin.com) and there are several others. Developing your personal network online may take time but can significantly shorten your job search.

The biggest obstacle to successful networking may be overcoming nervousness, admitting you're out of a job and asking for help. Don't discount the impact of networking and don't give up. It's part of human nature to want to help others.

Lastly, call me old fashioned, but I strongly believe that when someone helps you out and after every interview, follow it up with an appropriate thank you.

Jane Holland



COMMUNITY SERVICE

A recent news article reported "A new wave of arrivals is landing on the doorstep of area food pantries: those recently laid off." According to the article, requests at area pantries are up an average of about 20% this year. Although gas prices are stabilizing, food and energy costs jumped significantly this past year. Recently, an Arlington Heights-based pantry saw its client load expand by 83% and in a far northern suburb a pantry that regularly serves 3,500 individuals saw that figure double to 7,900 in the past year.

Our Community Service project last year was collecting nonperishable food items for local food pantries. Golden Corridor Chapter members were very generous and, as a result, we were able to help sustain some local pantries. For 2009-2010, the Board has again agreed to continue our Food Pantry support.

Therefore, we will continue to collect nonperishable food items each month as part of the admittance fee for each meeting. Please be generous.

Thank you for your continued support of our Community Service programs.

Important Dates

October 18-21, 2009

The annual [Certification Conference](#) is a way to learn important information that can help you in your professional life. You can also earn recertification points and network. Don't miss this year's conference October 18-21 in Portland, Oregon at the Portland Marriott Downtown Waterfront.

March 8-10, 2010

IAAP's [Professional Education Conference](#) (PEC) is designed especially for admins and will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd. Don't miss the next conference March 8-10 at the Grand Sierra Resort in Reno, Nev.

April 30-May 2, 2010

2010 Illinois Division Annual Meeting (IDAM) Elgin, IL. Elgin theme for 2010 IDAM is Celebrate...Yesterday, Today, and Tomorrow!

September Birthdays

Betty G. Phillips	9/6
Diane M. Emslie	9/7
Linda A. Robinson	9/9
Michele L. Johansen	9/20
Sharon Greenwald	9/29

September Anniversaries

Elizabeth Clinton	7 Years
Karen Duvall	10 Years
Sharon Greenwald	15 Years
Ann Kuhlmann	5 Years
Betty Phillips	18 Years
JoEllen Pickett	13 Years
Evelyn Szalkowski	1 Year
Sherry LaCerra	10 Years

A Golden Moment

Would you like to share a "Golden Moment" and tell us a little about yourself? We want to put the spotlight on our members so please send in your Golden Moment.

26 Weeks to Administrative

Excellence is a **free web program** go to the site www.officedynamics.com. The owner of the company is Joan Burge.



WANTED!

GOLDEN CORRIDOR CHAPTER Website Sponsors Needed

GCC is seeking corporate sponsors for our IAAP Chapter website. *Annual cost is \$25.00. Golden Corridor will list your company and logo as a sponsor on our website with a link to your own designated web address.* Sponsors will also be acknowledged in our monthly newsletter. We are asking GCC members to solicit corporate sponsors to help offset the costs of our communication expenses.

Contact Ann Kuhlmann at ann.kuhlmann@kodak.com for more info and to add your company to our website.

Interested in enhancing your Microsoft skills? Go to: <http://office.microsoft.com/en-us/training/default.aspx>

If you were stuck on a deserted island, which 10 Word shortcuts would you like to have with you?

Keystroke	Function	Notes
Shift + F3	Toggles through capitalization options.	This one isn't perfect — for instance, it insists on capitalizing articles and prepositions in Title Case mode — but it's still a big timesaver.
Ctrl + Shift + N	Applies the Normal style.	If you work with documents that are riddled with obscure and specialized styles (typically other people's), it's handy to turn them into Normal paragraphs on the fly.
Ctrl + Shift + C	Copies the formatting of selected text.	Once you've copied the format, you can press Ctrl + Shift + V to paste the formatting onto a new selection. Yeah, I know — Format Painter does this, too. But Format Painter forgets the formatting as soon as you're finished with it. This shortcut remembers what you copied until you close out of Word.
Alt + F9	Toggles the display of field codes on and off.	Unless you work with field shading turned on — and I don't know many users who do — you can't necessarily tell what's literal text and what's being generated by an underlying field code. A quick peek using this shortcut can prevent the headache of inexplicable changes and unwanted editing consequences.
F4	Repeats your most recent action.	This might be the all-time best shortcut (except for Undo, which I'm not including in this list because for me, at least, it's like breathing and requires no conscious thought). The F4 shortcut will repeat nearly all the actions you take on document text: typing: formatting, deleting. It will also let you repeat the action of adding or removing table rows, but it isn't well implemented with tables overall. For instance, changing table properties is not replicable via this shortcut.

Keystroke	Function	Notes
Ctrl + drag text or an object	Creates a copy of the text or object.	<p>Apologies to the keyboard purists, but this useful trick does require mouse action. It's handy when you need to copy an object and control where that copy ends up. For example, a picture or other object that has certain positioning attributes may land in some unpredictable location if you use the standard copy and paste functions. This shortcut lets you drag it exactly where you want it. Just make sure you drop the text or object before you release the Ctrl key or Word will move the original instead of copying it.</p> <p>BONUS: If you hold down Shift along with Ctrl as you drag, Word will keep the copy aligned with the original.</p>
Ctrl + Q	Removes paragraph formatting that isn't part of the style assigned to a selected paragraph.	When you want to strip out manually applied formats and return to only those characteristics defined by a paragraph style, this is the quickest way to get there. Ctrl + Spacebar works the same way for character formatting.
Ctrl + 0 (zero)	Applies or removes 12 points of space above the current paragraph.	This sounds a little lame, but you can improve readability of selected text in about two seconds using this trick. For instance, table text is often jammed up against top borders. Select the table and hit Ctrl + 0 and you'll get an instant improvement.
Alt + drag the mouse vertically	Make a vertical text selection.	Another keyboard/mouse hybrid, this one is obscure but useful. Some users have trouble making it work, but the problem is usually sequence. Just make sure you press Alt before you press the mouse button and drag. Then, release Alt before you release the mouse button.

Author: Jody Gilbert