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## **FastFact: Human Resources, Edition 53, March 3, 1998**

American Institute of Certified Public Accountants (AICPA)

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**WELCOME ABOARD!**

Please join us in welcoming the following new Team Members who started between 2/17/98 & 2/23/98:

**Michael Forchetti:** Producer/ Director for Video Services, Public Relations (Team # 410): Michael comes to us from Sarasota Herald-Tribune's SNN6 where he was a Senior Producer/Director.

**Fredda Gordon:** Graphic Designer, Graphic Design Services (Team #462): Fredda comes to us from Triangle Services, Inc. where she was an Art Director/ Graphic Designer.

**Jeanette Hooks:** Senior Accounting Clerk, Financial Management (Team #445): Jeanette comes to us from Progressive Employment Agency where she was a Data Entry Clerk.

**Susan Lange:** Administrative Assistant, Independence Standards Board (Team #340): Susan comes to us from NCR where she was an Administrative Assistant.

**Norman Lowe:** Financial Analyst, Financial Analysis & Budget (Team #441): Norman held various temporary assignments at Dean Witter and American International Group where he did financial analysis.

**Richard Nawrocki:** Distribution Clerk, Distribution Services (Team #468): Richard had been temping at the Institute. Previously, he was an Independent Contractor for Mambo Italiano Caterers.

**Robert Santee:** Systems & Operations Manager, Exams (Team #444): Robert comes to us from Metropolitan Trucking, Inc. where he was an Information Technology Manager.

**Pamela Small:** Product Development Manager, Professional Development (Team #426): Pamela comes to us from Aspen Law & Business/ Panel Publishers where she was a Development Editor.

And we'd like to announce the following transfer:

**Marc Simon:** Marc transferred to Team #434 as a Technical Manager, from Team #453 as an Assistant Controller.

Much success in your new assignments!

**NEW WEIGHT WATCHERS PROGRAM ON THE HORIZON**

We would like to begin a new Weight Watchers At Work Program<sup>®</sup> for NJ & NY staff this spring, however, we need a minimum of 18 participants from Team AICPA in order to hold the program at the Harborside office. Enrollment is \$57 for the ten week session (this represents one-half of the total cost; the other half is provided by the Institute). Please make out your check to "AICPA" and send it in to Kim Hines in Human Resources. Start date and meeting place information will follow in a future issue of *Fastfact* once all checks have been received (if we do not get the minimum 18 people, checks will be returned). If you are interested, please enroll as soon as you can! For information in the DC office, contact Ela Work at x4260.

OUR QUALITY POLICY STATEMENT IS:

**"AICPA: MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"**

## FIRST BROWN BAG LUNCH OF 1998

The first Brown Bag Lunch of 1998 will be held on March 9 in the New York office, starting at 11:45am in the Members Conference Room. This is part of our continuing effort to provide Team Members with an opportunity to bring their questions and concerns directly to Barry. Following is the list of invited staff to this session that has been randomly selected among the Team Members in the NY office. We encourage anyone with questions and concerns to seek out these Team Members so your issues can be brought to Barry's attention:

Joe Ciccone	Facilities Management	Sharon Macey	Accounting Standards
David Colucci	Microcomputer/LAN Support	Kim Myerwold	Mktg, Product & Org. Development
Julie Dilley	Auditing Standards	Julie Nortillo	President & CEO
Kirk Drussel	Marketing & Product Mgmt.	Steven Sacks	Management Consulting Services
James Freebody	Direct Sales	Neil Selden	Technical Hotline
Pamela Green	Industry & Mgmt. Accounting	Ruby Jean Smith	Facilities Management
Elizabeth Harney	Meetings & Travel	Richard Towers	Independent Standards Board
Gregory Johnson	Academic & Career Development	Dolores Valez	Personal Financial Planning
Ramona Perry-Jones	Academic & Career Development		

## THE MANY WAYS OF LEARNING WORD AND EXCEL

As Team AICPA staff becomes accustomed to the newest software we're loading on all PCs—Word 6.0, Word 8.0 and Excel—the question we've been hearing a lot is, "How can I learn to use them?" Below are some tips:

- 1. Just do it!:** The first and easiest way is to just open it up and start experimenting. For example, you'll find that many of the functions in WordPerfect are similar to Word. Both Word's and Excel's HELP function is very user-friendly. There are several coaching features under HELP, including "Examples and Demos," "Quick Preview," and "What's New." Word's HELP function also includes a special section for WordPerfect alumni.
- 2. cc:mail bulletin boards:** Another way is to check out the new cc:mail bulletin board, "Word and Excel" on which you will find training aids, tips and techniques that are given for general reference.
- 3. Classroom training:** The NY Staff is currently in the process of registering for Word classes which will be held in the NJ computer training room—our best-equipped training room that can handle larger class sizes. Soon, an applications specialist from the training vendor, PDG, will be available in NY to answer specific desktop questions. Similar training plans are underway for NJ and DC. Excel training will follow after Word.
- 4. Self-study materials from the Library:** Our NJ Library, which services both the NJ and NY offices, and our DC Library are equipped with many training videos and CD-ROMs to help in your self-study. You can view this list of self-study materials by accessing the Library Bulletin board in cc: mail and clicking on the "Video List" entry. In addition, easy reference books have been ordered and will soon be available through our help desk.

As you can see, there are many ways to develop competence in Word and Excel. Find the one(s) that meets your style and start enhancing your skills today!

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