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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

		Anniversary
Ileane Silver	Library Services	17th
Elaine Milone	Accounting	9th
Julia Ray	Records Management	6th
Jeanette Vera	Examinations	5th

**Please
Welcome**

Elaine M. Lehnert - Technical Manager - Accounting Standards. Before joining us. Elaine worked for KPMG Peat Marwick as an Audit Manager.

Jacqueline V. Moss - Self-Study Grading Assistant - CPE Education Support Services. Jacqueline joins us full-time after being employed on a temporary basis in this department.

Roger P. Vollmer - Member Service Representative - Customer Service. Roger joins us from The Equitable Life Assurance Society of the United States where he worked as an Insurance Analyst.

**Promotion/
Transfer**

In Programming & Systems, J.P. Mascetti was promoted to Sr. Systems Analyst from Systems Analyst.

Viorica Lesaru transferred from CPE Accounting to Programming & Systems as a Programmer.

Congratulations and much success in your new position and division!

**WordPerfect for
Windows 6.0/6.1**

Wouldn't it be great if you could review WordPerfect documents right on-screen and insert your comments directly into the appropriate place? No more squiggles and arrows and illegible handwriting! And if you're the one receiving the comments, wouldn't it be nice to be able just to cut-and-paste those comments into the revised document? Well, you can with WordPerfect for Windows 6.0 and 6.1. When you receive a WordPerfect document for reviewing, put the cursor at the point you want to insert a comment, and click on Insert, Comment, Create. Then just type in your comments. It will appear as a "cartoon comment bubble" in the left margin. To read the comment, just click on the bubble and your comment appears right at the point of insertion. The end-user can then respond to the comment, cut-and-paste the information, and save lots of time in the process. And if we all get in the habit of reviewing things on-screen, maybe we can eliminate some of the mounds of paper stacked on all our desks.

Thanks to Rich Walker for his helpful WordPerfect 6.0/6.1 hints!

Reminders

...The 4th Annual *Paws Walk '95 Against Cancer* is this Sunday, May 7 at 11:00 a.m. Check in at the registration table at The Soldiers & Sailors Monument (89th Street & Riverside Drive) between 9:30 a.m. and 10:30 a.m. Registration forms are available in Human Resources (New York and New Jersey). For more information please contact Jan Crozier at ext. 6098.

...Volunteers are still needed for the *New York Special Olympics* on Sunday, June 4 from 9:00 a.m. to 5:00 p.m. at St. John's University in Jamaica, Queens. Those interested should contact Louise Williamson at ext. 6034 before May 19.

Training Classes

The following training classes are still open for reservations:

- **Transition to WordPerfect 6.1 for Windows.** This class is scheduled for Thursday, May 11 in New York from 9:00 a.m. to 5:00 p.m.
- **Beginning WordPerfect 6.1 for Windows.** This class is scheduled for Monday, May 15 in New York from 9:00 a.m. to 5:00 p.m.

If you are interested in attending either of these classes, please contact Gaby Ulloa on extension 6180 to reserve your space. Please be sure to follow-up with a completed Training Request form.

More training classes will be scheduled in May. Updates will be announced in upcoming issues of *Inside*.

Discount Coupons

Now available in Human Resources (New Jersey) is a limited supply of special discount coupons for the following attractions:

- Broadway shows "Damn Yankees" (valid through May 14), "The Heiress" (valid through May 21), "Les Miserables" (valid through June 11) and "Crazy for You" (valid through July 4).
- Six Flags Great Adventure, includes a savings of \$11.00 off regular admission from April 29 through June 30.
- Hershey Park, save \$4.00 off regular admission for ages 9 through 54.
- Playland, save \$3.50 off a 36-ticket book, Tuesday through Friday.

Please contact Kimberley Hines at ext. 3350 if you would like to receive any of these discount coupons.