

# bsuaop keynoter

Boise State University

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## BEGINNING OR END???

**Most people are confused** about the calendar system now in universal use. It is referred to as the Gregorian calendar and will remain accurate for several thousand years in the future. It needs, however, an occasional adjustment, and this occurs at the end of each century in years ending with 00.

At the end of each century with each year ending in 00? Yes, the years ending in 00 (even hundreds) signify the *end* of a century. The first year, the year traditionally looked on as the year of Christ's birth and the year upon which our calendar is based, was year one. The tenth was year ten, and was the last year of the first decade. The first year of the second decade was year eleven, and the second ten years ended with year twenty. The first year of the third decade would, therefore, be year 21. Following that logical beginning, 1991 is the first of the tenth decade of the twentieth century, and the year 2000 will be the *last year* of the tenth decade of the twentieth century--NOT the beginning of the twenty-first century as is commonly assumed.

Most of us look forward to a change in numbers, much like watching the nines turn over to zeros when you have driven your car 100,000 miles. It is an event. But with the calendar it signifies the *end* of the millennium--NOT the beginning.

Most of us are aware that there is a calendar adjustment at the end of each century, the years ending in 00. But most people have the adjustment backwards. Every four normal years an extra day is added at February 29, and we are used to that phenomenon as leap year. This is an imperfect adjustment, however. In 100 years the calendar gets a little out of whack and it is adjusted by omitting leap year at the end of each century, year ending in 00. But even this centennial adjustment is not perfect. So in all years evenly divisible by 400 an exception is made and the leap year remains. Therefore, our leap year cycle is consistent for the years 1904 through the year 2096, and the upcoming end of the millennium, year 2000, *is a leap year*.

The leap year cycle breaks at 1800, 1900, and 2100, which means the omission of leap year at those times. The leap year cycle does not break at the year 2000, which means that the year 2000 is a leap year and does continue the four-year leap year sequence.

--SUCCESS Desk Calendar

## COMING EVENTS

BSUAOP Luncheon Meeting  
March 11, 1991  
Lookout Room, SUB  
Suzanne McCorkle  
"Communicating in the Future"

BSUAOP Luncheon Meeting  
April 8  
Lookout Room, SUB  
Fred Norman  
Topic To Be Announced

IAEOP Spring Conference  
April 26-27, 1991  
Boise, Idaho

Bosses Breakfast  
May 7, 1991  
6:45 a.m.

NW Professional  
Development Day  
June 29, 1991  
Spokane, Washington

NAEOP Meeting/Institute  
July 15-19, 1991  
Winston-Salem, NC

*BSUAOP has been organized to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.*

--BSUAOP Handbook



## WORDPERFECT HINTS

By Marian Graham  
Department of Nursing

### Creating Directories

Creating directories within a directory on a disk or hard drive is an easy way to electronically file documents.

Let's say you have a data disk for each faculty member in your department. Instead of having all of the files on the main directory, separate the disk into categories (directories) for each type of document, i.e., syllabi, tests, letters, handouts, miscellaneous, etc.

To create a new directory, List files (F5), select "7" (Other Directory). After the root directory b:\ type a new directory name.

Example: b:\tests

Once the directory is created, your main directory will list the directories:

```
SYLLABI. <DIR>
TESTS. <DIR>
LETTERS. <DIR>
```

To access a directory, highlight the directory and press "enter" twice. To return to the main directory, highlight <PARENT> <DIR> at the top right of the directory and press "enter."

By the way, you can create directories within directories too!

### Moving Files

Moving files into your new directories is easy. Simply highlight each file you want to move and type an asterisk (\*). This symbol will appear next to the filename. Then depress "3" (move/rename) and you will be asked where to move them. If you are putting all of the tests in the test directory, for example, say: "b:\tests\" and they are in the test directory!

### Diacriticals and Digraphs

Have you ever needed to make a special symbol and did not know how? There is a place to look for help. That place is "F3--Help."

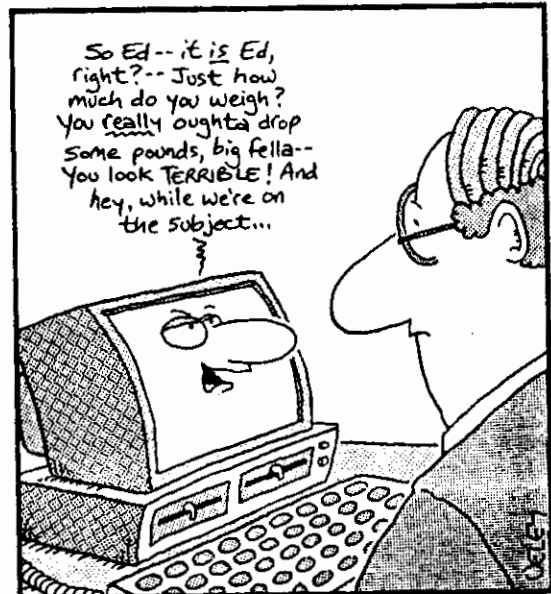
After you press "F3," select "D" for diacriticals and digraphs and then select "1"

for the next page. You will find a listing of over 200 symbols WordPerfect recognizes. This list has everything from square root  $\sqrt{\quad}$  to a cheerful  $\odot$ . Each symbol has a corresponding number. To make this symbol, hold down the "ALT" key while you depress the number on the numerical pad.

Here are a few you might try:

$\sqrt{\quad}$  = 253,  $\odot$  = 1,  $\circ$  = 248,  $\diamond$  = 15,  $\clubsuit$  = 155,  $\heartsuit$  = 3,  $\mathfrak{A}$  = 20,  $\mathfrak{B}$  = 14,  $\mathfrak{C}$  = 176,  $\mathfrak{D}$  = 11 and  $\mathfrak{E}$  = 12.

These symbols can be used in typing straight copy or as a symbol for lines in line draw. Have fun!



An overly Personal Computer.

### MEASURING ONE'S HONESTY

This time of the year, we begin to think of two ominous tasks--losing those extra pounds we gained over the holidays and figuring out how much income tax we owe the government. These two tasks were brought to mind when I found this quote attributed to Arthur C. Clark (in Omni):

*The best measure of a man's honesty isn't his income tax return. It's the zero adjustment on his bathroom scale.*

USING QUOTATION MARKS PROPERLY

Quotation marks are used as guideposts in written conversation to avoid difficulty in reading. Here are some things to remember when typing quotation marks with commas, periods, and other punctuation marks.

The comma and period are placed inside the quotation marks. Example:

"The weather is really nice," said Nancy. Sue said, "I got an "A," a "B," and a "C."

The semicolon and colon always go outside the end quotation mark. Example:

Last week she announced, "recreation time will be lengthened"; however, we have not experienced it yet.

The question mark can be placed either inside or outside, depending on the sentence. It is placed outside if the entire sentence is a question:

When did he say, "I shall not return"?

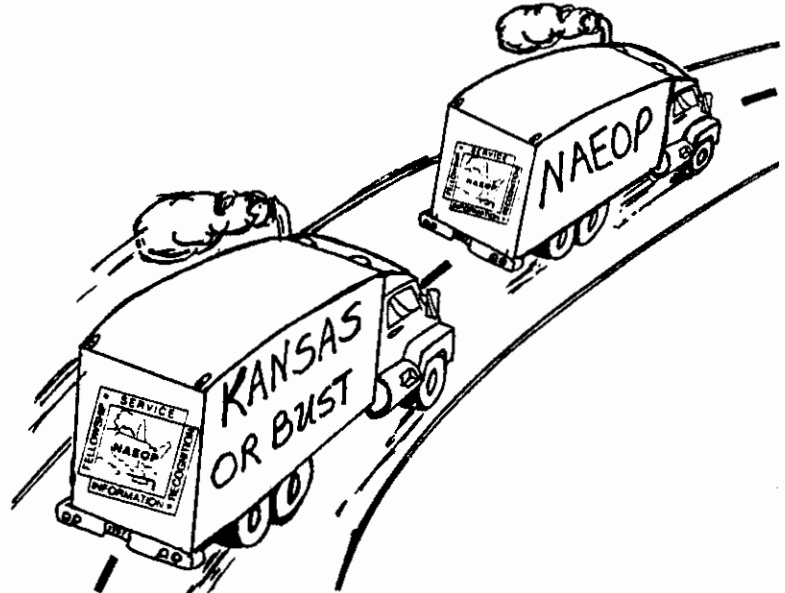
It is placed inside if only the quotation is a question:

She asked, "Do you know if the train is late?"

NAEOP HAS MOVED

The national headquarters of National Association of Office Personnel has moved to Kansas. New address is:

NAEOP  
P. O. Box 12619  
Wichita, Kansas 67277-2619



SCHOLARSHIP NEWS

By Lorenda Hall  
Visitor's Center  
Chairman, Scholarship Committee

Congratulations to our spring scholarship recipients. Beth Collier, Philosophy/ Interdisciplinary Studies, and Carol Joyce, English Department, received scholarships to attend classes, while Diana Kotowa received a scholarship enabling her to participate in the IAEOP spring conference.

Would you like to attend the IAEOP spring conference? The Scholarship Committee is still awarding scholarships to attend this important event.

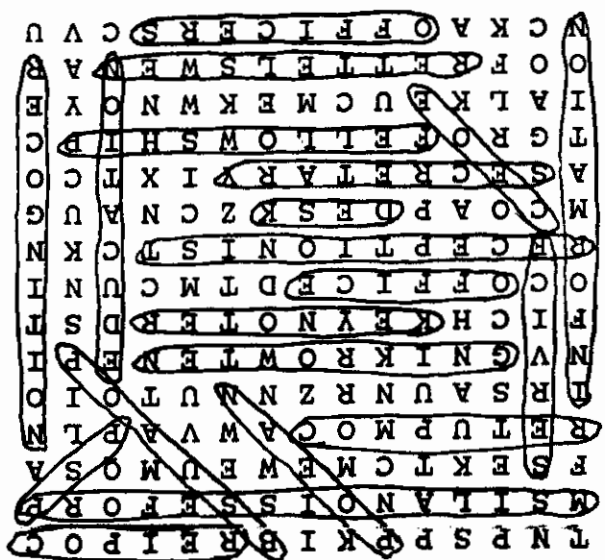
Need a scholarship for summer or fall 1991? The deadline for summer & fall applications is May 1, 1991.

Contact the following committee members for application forms:

- Jean Butler, Economic Education, x1193
- Lorenda Hall, Visitors Center, x1401
- Mary McLaughlin, Admissions, x1177

Scholarships are available to BSUAOP members only.

ANSWERS TO OFFICE PROFESSIONAL PUZZLE FOUND ON PAGE 2:



**WATCH THAT SPINACH SMILE!**

Spelling is a lot like your smile. You can spend thousands of dollars to have your teeth straightened and whitened, and what good does it do when you meet someone for the first time and there's a piece of spinach stuck between your front teeth? A misspelled word does the same thing for something you've written; people are so busy noticing the spinach that they'll miss your message.

--Clark DeLeon



**AND THE WINNERS ARE ...**

by Marian Graham  
 Department of Nursing  
 Chairman, Christmas Decoration Contest

Nine departments entered the BSUAOP Christmas Decoration contest. The winners are:

**First Place**

Teacher Education Graduate Assistants

**Second Place**

Department of Nursing

**Third Place**

Reading Education Center, Teacher Education

Other entrants were:

- Student Health Service
- Campus Police
- College of Technology
- Student Loans
- Student Support Programs
- Library Cataloging Department

Congratulations to our winners!

Many thanks to Maudie Garretson, Margaret McGhee, Ruth Bechtal, Sharon Brown, and Diana Loomis, for judging the contest and for helping to present the plaques to the winners.

Those of you who didn't participate in the Christmas Decoration Contest missed a great time and I encourage all of you to start thinking about plans for next year.

**Chairman?  
 Chairwoman?  
 Chairperson?**

The 20th Convention of the National Association of Parliamentarians in San Francisco passed the following resolution:

"Whereas, Parliamentary law has a language all its own, and

"Whereas, In olden times the one presiding was the only person provided with a chair, while others sat on benches, hence he was called the Chairman, and

"Whereas, Since time immemorial the term 'Mister Chairman' or 'Madam Chairman' has always been employed to differentiate between sexes, and

"Whereas, Further effort toward sex differentiation is redundant and contrived, therefore, be it

"Resolved, That organizations and parliamentarians of the National Association of Parliamentarians must use the term Chairman instead of Chairperson, and be it

"Further Resolved. That all members of the National Association of Parliamentarians should habitually stress the principle that the word Chairman belongs to the title of the office the same as the title of President or Secretary."

## BSUAOP MEMBERS (as of 2/12/91)

Linda Kay Allen, CEOE	Honors
Linda Argyle	Print Shop
Ruth Bechtel	Retired
Wanda Blair	Admissions/Honors
Diana L. Branch	Career Planning and Placement
Jean Butler	Economic Education
Diane Carico	Registrar's Office
Phyllis Carnahan	Arts and Sciences
Carol Carroll	Health Science
Connie Charlton	ID Bus. & Econ. Dev. Cntr.
Annette Collette	Teacher Education
Beth Collier	Interdisciplinary Studies
Diane Cowles	Print Shop
Lary Cozine	Retired
Mary Lou Crane	Cashier's Office
Barbara Egland	Faculty Advisor
Pickie Fuller, CEOE	Nursing
Angela Garica	Morrison Center
Maudie Garretson	Retired
Marian Graham	Nursing
Lorenda Hall	Visitors Center
Cathy Hampton	College of Technology
Susan Henggler	Library
Lynda Howard	HPER
Dorothy Huston	Social Work
Carol Joyce	English
Dez Keen	Retired
Karen Kelsch	Social Sciences & Public Affairs
Nana Kotewa, CEOE	Chemistry
Robin Johnson Lane	Vo-Tech
Ma Law	Comm. & Environmental Health
Claudette Levesque	Biology
Catherine McDevitt	Bookstore
Mary McLaughlin	Admissions
Sherry McNeal	Construction Mgmt./Pre Eng.
Dea Jeanne Myers	Vo Tech
Judy Nelson	Physical Plant
Judi Otero	Morrison Center
Jolet Pulley	Health Science
Bernie Roberson, CEOE	College of Education
Wenda Ross	Admissions
Deare Spoor, CEOE	Counseling & Testing
Virginia Stenson	Student Union Building
Ann Swanson	Counseling & Testing
Susan Thompson	Physical Plant
Tricia Trofast	Political Science

## PROFESSIONAL IMAGE BUILDER

An instant way to up your professional image: Go by Ms. instead of Mrs. or Miss. Apparently that two-letter title conjures up in people's minds a lot of characteristics--bold, ambitious, hardworking--associated with leadership ability and business success.

Dr. Kenneth Dion, Professor of Psychology at the University of Toronto, conducted a study in which male and female college students were given one of three descriptions of a 29-year-old working woman. The description differed in only one way: In the first, the woman was described as preferring the title "Ms." The second was described as preferring "Mrs."; the third, "Miss." They were asked to choose from a list of traits the ones they thought would apply to the fictitious woman.

Results: The students rated the woman using "Ms." as more achievement-oriented, socially assertive, and dynamic than the women using the more traditional titles. But she was also seen as less warm.

This has practical applications, according to Dr. Dion, "Warmth is valued in the work world, but generally less than competence. So, whenever you want to convey a no-nonsense business attitude--at a job interview or high-powered meeting, or in any situation where you want to assume a leadership role--it may be to your advantage to use the title Ms." In a purely social setting where warmth is valued more, try Mrs. or Miss. "Or better yet, don't use a title at all after five--just your name." There are times simply forgoing formality says it all.

--Self, October 1987

