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# VVINSIDER

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## NEW SUMMER HOURS AROUND V.V.I.

STUDENT RECORDS/CASHIER, ADMISSIONS, FINANCIAL AID and COUNSELLING will be open from 8:00 a.m. to 4:30 p.m. Monday to Friday.

VVI LIBRARY will be open until 8:00 p.m.

BAKESHOP will be open from 8:30 a.m. to 5:30 p.m. Monday to Friday.

The campus will be closed on Saturdays effective Saturday, July 22, 1989, and will reopen September 09, 1989.

On Saturday, July 01, 1989 the campus will be closed due to the Statutory holiday.

## IT'S A GIRL!!!

On May 21 at 11:30 p.m. Ellen Kwok, Stephanie Forsyth's secretary, gave birth to a seven and half pound bouncing baby girl - Sonia Chan. Sonia, Ellen, and dad Mark Chan are all doing well!

## WHO'S NEW AT VCC

BOB LAJOIE has been appointed to the position of Acting Associate Director, Program Services Continuing Education. The appointment is effective June 26, 1989.

## MORE LIBRARY NEWS

....further words from the "Instructors' Guide to the Library":

The VVI library has an interlibrary loan service which allows you to borrow, at no cost, books and journal articles from VCC campus libraries as well as from other colleges and universities.

They also have films, videos, audiotapes, filmstrips, slides and equipment for viewing and listening and can book A/V materials from KEC, Langara and other libraries. They suggest, however, that you book A/V items ahead to avoid disappointment.

VCC VANCOUVER VOCATIONAL INSTITUTE  
LIBRARY

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## THINKING ABOUT CHANGING JOBS DEPARTMENT..

The following positions are open for applications. Submit resumes to the VCC Employee Relations Department.

1. DEPARTMENT HEAD - Dental Assisting/Reception Department - VVI  
Closing Date: June 4, 1989
  
2. DIVISION CHAIR - Tourism and Hospitality Centre - VVI  
Closing Date: None given
  
3. PROGRAM COORDINATOR/INSTRUCTOR - Native Tourism Management Training Program  
Closing Date: June 23, 1989

PART-TIME INSTRUCTORS - Native Tourism Management Training Program  
Closing Date: June 23, 1989

4. INTERNATIONAL EDUCATION - Overseas Positions  
The Association of Canadian Community Colleges is inviting applications for the following positions in connection with its World Bank funded project with the Ministry of Health in Indonesia. For information call Girlie Chan (875-1131 local 356).

Organizational Development Expert  
- from August 1989 for 21 months  
Closing Date: June 30, 1989

Training Needs Assessment Experts (2 positions)  
- Position 1: from November 1989 for ten months  
- Position 2: from December 1989 for nine months  
Closing Date: June 30, 1989

...and if you're still interested in becoming a College President but didn't apply for the N.W. College position advertised in the last issue, hot off the press is the following:

5. MOUNT ROYAL COLLEGE in Calgary is looking for a President. Contact Mr. K. Darwin Park, CMC, Principal, Clarkson Gordon Associates, 1800 Esso Tower, Scotia Place, 10060 Jasper Avenue, Edmonton Alberta T5J 3R8.
  
6. LETHBRIDGE COMMUNITY COLLEGE is also looking for a President. Submit your resume (before June 30, 1989) to: Mr. Douglas Thornton, Chairman, Presidential Search Committee, Lethbridge Community College, 3000 College Drive South, Lethbridge, Alberta, T1K 1L6

**WHAT WE HAVE HERE IS A FAILURE TO COMMUNICATE!  
or What that Familiar Phrase Really Means**

<b>It's in Process</b>	So wrapped in red tape that the situation is almost hopeless
<b>We will look into It</b>	By the time the wheel makes a full turn, we assume you will have forgotten about it.
<b>Will Advise you in In Due Course</b>	If we figure it out, we'll let you know.....sometime
<b>We are Aware of It</b>	We had hoped that the fool who started it would have forgotten about it by this time
<b>It's Under Consideration</b>	Never heard of it
<b>Under Active Consideration</b>	We are looking in the files for it
<b>We are Making a Survey</b>	We need more time to think of an answer
<b>Let's get Together on This</b>	I'm assuming you're as confused as I am
<b>Please Note and Initial</b>	Let's spread around the responsibility for this
<b>Take it Under Advisement</b>	Forget about discussing it further, they've already made up their minds
<b>Give us the Benefit of Your Present Thinking</b>	We'll listen to what you have to say as long as it doesn't interfere with what we have already decided to do
<b>Give us Your Interpretation</b>	Your warped opinion will be pitted against your Adversary's good sense
<b>See Me or Let's Discuss</b>	Come down to my office, I'm lonesome
<b>Can you Come into my Office a Moment and Close the Door</b>	The kiss of death! This is it - pink slip time, golden handshake, so long it's been good to know you, etc.

**IB BY RICH TENNANT**





H U M A N   R E S O U R C E   D E V E L O P M E N T

I have met many users of WordPerfect who are very good at many of the standard uses of the software, yet for some reason have never ventured into the world of macros. The next few WordPerfect Corners will be devoted to macros, as they represent a very powerful tool for complex tasks that have to be repeated. If you have a task that should exist as a macro, write to PHANTOM for help. Eventually, Human Resources will make available a disk containing a complete library of macros!

A macro (short for macroinstruction) may be thought of as a storage file that stores commands and/or text. This means that any sequence of keys or instructions may be stored in a macro then replayed at will by calling up the macro by name.

Creating Macros

To create (define) a macro, use CTRL+F10 (Macro Def). Then give your macro a simple name, e.g. GRADES and then press <ENTER>. You will be prompted for a description of your macro, then press <ENTER> again. WordPerfect will store this macro file as GRADE.WPM. A lower left prompt will then flash Macro Def, until you turn off the macro definition with CTRL+F10. During this time all your keystrokes (including errors!) are being "remembered" and stored in the macro.

Invoking Macros

To execute your macro, it is called by pressing ALT+F10 (MACRO) and then typing its name.

Example

Store your typical ending to letters in a macro, e.g.

<p>Yours cordially,</p> <p>Sylvia Plath, Business Administration Department</p>
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How To:

1. press CTRL+F10, then provide a name for the macro, e.g. ENDING
2. provide a description of the macro
3. press F4 to Indent, then type Yours cordially etc
4. press CTRL+F10 to turn off macro definition.
5. type a short letter and finish your letter by calling your macro: ALT+F10, ENDING This should cause your ending to be inserted.

Next time, we will include some more complex macros that do very useful tasks. Do drop us a line or give a call, if you find WordPerfect Corner to be useful.