

# Administrative Architects

building strong administrative foundations

Fall 2010

## MAGIC TRICKS



### COPYING FROM EXCEL

Copying information from Excel to any other application can be frustrating. The format may not hold, requiring time spent needlessly formatting.

Try this in 2003:

1. Select the area in Excel that you want to copy
2. Hold down the shift key and select EDIT
3. Select COPY PICTURE (The trick is you have to know to hold the shift key down to get this option.)
4. Select "As shown when printed"
5. Go to your Word or PowerPoint file, and paste.

Try this in 2007:

1. Select the area in Excel that you want to copy
2. From the Home menu select the PASTE drop down (Yes, use paste to copy... that's the trick!)
3. Select "AS PICTURE" then "COPY AS PICTURE"
4. Select "As shown when printed"
5. Go to your Word or PowerPoint file, and paste.

Now you can resize without compromising the integrity of your formatting.

## ADMINISTRATIVE SUPPORT: DISPOSABLE OR INDESPENSIBLE

If we are being honest, the term "Administrative" stirs up all kinds of stereotypes. Even today there may still be a compulsion to think "Administrative" begins with answering the phone and ends with picking up someone's lunch. It's not 1950, and



in today's businesses world it pays to be wise by expanding administrative vision and raising the expectations of our administrative professionals.

If a professional process or strategic project were a building, then

"Administration" would be the foundation. Engineering and common sense tell us that if we spend time constructing a strong foundation we can build the most extravagant building, with confidence that it will stand. Business is no different. Administration is the cement, rebar, framing, and finish work that keeps professional structures standing. Without a strong administrative foundation, processes are inefficient, and projects never quite get off the ground. Lack of sound administrative processes yield missed deadlines and an environment of great effort with little return.

If seen as a critical component, "Administration" would include building tools, managing data,

creating communication, tracking income, producing events, and doing so in a documented, trainable, and repeatable way. Now the vision becomes comprehensive!

Go ahead and raise your expectations. Expect supported goals, supported projects, and supported growth through sound administration.

Have you ever heard an employee say, "I am working really hard." Or maybe they say, "I can't really train someone to help me..." Comments like, "I just can't seem to manage my time to complete deadlines," are most often a cry for administrative help, and **Administrative Architects** will not only help, but will exceed your expectations!

## CAN'T BUY IT? BUILD IT!



Customer Relationship Management (CRM) Systems are expensive. For any business impacted by the economy, such expenses have been eliminated. Although an understandable financial decision, what is the "Plan B" while waiting for the economic shift that will fund

the purchase of dream business software?

You don't have to wait. Most businesses own the software necessary to manage millions of records or calculate analytic formulas, they just don't employ the administrative expertise to use them.

Administrative Architects provides expert level skills in Microsoft products, including Excel for calculating and Access for relational database solutions, both a part of the Microsoft suite. We specialize in using the tools you already own. Now you can invest in solutions instead of software.

---

## YES! EVENTS ARE ADMINISTRATIVE

Events rarely fail because the idea was bad. The event idea can be stellar, but it is the administration leading up to the event that determines a successful outcome.

Administration is:

- Targeting your audience and communicating with them many times leading up to the event.
- Thanking your registrants and feeding them morsels of information to keep them interested after they register.

- Producing professional marketing materials that send a consistent and exciting message.
- Hosting a welcoming registration anticipating every arrival.
- Coordinating room setup and catering that enhance the event.
- Attentively meet the needs and requests of the guests.
- Recruiting qualified and energetic speakers or entertainment that exceed expectations.



- Following up for business opportunities and feedback.

You know when you've been to a well prepared event, and so do your guests.

---



## PLANNING AN EVENT? CHECK IT DONE TODAY!

Whether you are planning an industry breakfast, a cocktail awards ceremony, an off-site sales meeting, or a holiday gala, let's face it... it's a process that can be time consuming, frustrating, and expensive. Administrative Architects can remove the entire event, from venue selection to follow-up, from your "to do" list. Let us do what we do best, so you can get back to doing what you do best. Simply provide us with the event goal, time, date, location preference, and we'll return a bid that will be your **"ONE-STOP"** event solution.

From professional business seminars to a themed entertainment event, we have you covered! Imagine transforming your department retreat into an exciting game show, or a western saloon, or an escape to a Caribbean beach, What about a murder mystery or a wilderness hike? Maybe it's not a team retreat, but a team or volunteer reward! We have you covered there too! Here is one example of the quality commitment we can provide to our clients:

**Administrative Architects is partnered with The Kory Brunson Band and you can reserve them for your next event!**

- 2006 Colorado Country Music Associations Male Vocalist of the Year.
- 2007 and 2009 State Champions at the Colgate Country Showdown.
- Opened for Gretchen Wilson, Lynrd Skynrd, and Chris Cagle. Performed at the Opryland Hotel in Nashville, Invesco Field, Coors Field, and Red Rocks, as well as countless venues across the U.S.
- Played on hundreds of radio stations across the country including 92.5 the Wolfe and KYGO.
- Recent single "Girls Night Out" gave the band their first top 100 single this year landing at #76 on the Country Music Radio Charts. New album release on October 1<sup>st</sup> of this year titled "Hard Country."
- Unique combination of live music, DJ breaks and professional line dance instructors for your guests guarantees an event to remember.
- Exclusive booking through Administrative Architects.



Call today and make your next event an Administrative Architects event, and then check it DONE!

---

**Administrative Architects**  
building strong administrative foundations

**Jodi Holstein**

720-206-7746

[administrativearchitects@comcast.net](mailto:administrativearchitects@comcast.net)

[www.administrativearchitects.com](http://www.administrativearchitects.com)