

<b>Greater Houston Chapter</b>		<b>Meeting Minutes</b>	
<b>APMP</b> <i>Association of Proposal Management Professionals</i>	<b>Subject:</b> Microsoft Word Tips and Tricks – Using Styles and Other Advanced Features in Proposal Development	<b>Date:</b> 04-02-08	<b>Start Time:</b> 11:00 AM
	<b>Written By:</b> Janet Dodd	<b>Date of Report:</b> 05-05-08	<b>Meeting Location:</b> ABB
	<b>Attended By:</b> 34 Members and Guests	<b>Distribution:</b> APMP Houston Chapter Website	<b>Speaker:</b> David Wallis

<b>Topic</b>	<b>Notes</b>	<b>Action</b>
Meeting Welcome	Jeannette Waldie, President, opened the meeting. She welcomed everyone and spoke a few words about the benefits of APMP and the upcoming APMP National Conference. The theme of this year's conference is "Global Positioning Strategies for Capture and Proposal Professionals" ... it will be held May 27 – 30, 2008 in Rancho Mirage, California. (Visit <a href="http://www.apmp.org">www.apmp.org</a> for additional conference information and registration.)	
Speaker Introduction	Jeannette introduced David Wallis, Sr. Proposal Manager at Halliburton.	
Presentation	<p>After lunch, David Wallis made his presentation, "Microsoft Word Tips and Tricks – Using Styles and Other Advanced Features in Proposal Development."</p> <p>His main message was that proposal professionals should strive for "proposal elegance" – a professional, neat appearance without a large amount of trouble ... the key is ease and simplicity.</p> <p>He then proceeded to demonstrate a number of extremely useful tools and tricks in Microsoft Word. The idea being that participants could see what features are available and determine which ones may be beneficial to them.</p> <p>Some of his suggestions, tips and tricks include:</p> <ul style="list-style-type: none"> <li>• Using styles and templates to automate the word processing function.</li> <li>• Using "outline numbering" and the automatically generated "table of contents".</li> <li>• Taking the ITB and turning it into an outline of your response.</li> <li>• Using table properties and section breaks to your advantage.</li> <li>• Compressing graphics to lower file size.</li> <li>• Printing out a definitive list of Word short cuts (applicable to the machine you're using).</li> </ul>	

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	Take note that David regularly contributes a "tips and tricks" column in the APMP Houston Chapter bimonthly newsletter.	
Close of Meeting	The next General Meeting will be held on Wednesday, June 4, 2008 at the ABB building (3010 Briarpark Dr.). The speaker will be Dr. Robert Pennington of Resource International. His topic will be "It's Not Personal! Understanding Why People Behave the Way They Do!"	