CompTIA·Pro

Greater Wheeling Chapter Newsletter

This month we will be having an
In Person Meeting along with a
Virtual component.
January 13th, 2021

What You Need to Know About
Microsoft 365

Tracy Hass
Applications Instructor
New Horizons
Computer Learning Centers

If you have ever wondered why so many companies are switching to 365 here is your chance to find out. We will talk briefly about what 365 is, how to use some of the storage options it utilizes, and finally some keys to being successful when implementing and using Teams.

1) What is 365 and how is it different?

2) What are my storage options?

   a) SharePoint versus OneDrive

   b) Quick demo of loading/downloading/filtering/sharing in SharePoint

   c) How to use SharePoint for collaboration

3) Teams

   a) Why folks are using it (example of how a project team could use it)

   b) What you need to know to work efficiently in teams and channels

Certifications

Microsoft Office Specialist: Microsoft Office PowerPoint 2016
Microsoft Office Specialist: Microsoft Excel 2016 Expert

Microsoft Office Specialist: Microsoft Word 2016 Expert
Microsoft Office Specialist: Microsoft Office Outlook 2016

Education

Auburn University, Auburn AL BA in Public Relations/Journalism
California State University, Fullerton CA Multiple Subject Credential

Clients Served

BusinessLand
DR Software
Compaq Computer Inc.
Toshiba North America
Fulton County Schools
Georgia Institute of Technology
City of Atlanta
Borbet
Lendmark Financial Services
The Paradies Shops
Centers for Disease Control and Prevention

   i)   Example of how to set up channels

   ii) Diff in posting files(post/upload/tab

   iii) Why you need to tie things to channels (@mentions)

c) Secrets to a successful meeting

   i)   Pre meeting: adding files/agenda/polls

   ii) During: same/sharing/together mode/ minimizing video

   iii) Post: meetings notes/recordings/ attendee list

Bio

Tracy Haas has over fifteen years of training, development, facilitation, and assessment experience. The majority of her career has been in the computer industry preparing sales representatives to position their products correctly by increasing their knowledge of technology.
As a National Sales Manager for Toshiba North America, Tracy was responsible for training over 200 employees. She has also worked one on one with end users to assimilate office management software into their environment.

In addition, Tracy has over six years of teaching experience, which included multiple Train the Trainer roles. It's this variety of corporate, small business, and academia that provides her with a rich background to discuss job applicability. Tracy's diverse background has also provided her the ability to recognize the varying skill levels of her class and she can adjust her teaching style to her students learning acumen. Regardless of where she is teaching... her passion for educating others remains unbridled.

TRAINING PHILOSOPHY

I believe training is only useful if it is applicable to the student. If you just learn it and forget it,

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We are having our Member Meeting at the White Palace
On Wednesday, January 13th, 2021 along with a Virtual Component

Registration, Social & Networking Time will begin at **5:30 PM.**
The dinner will begin at **6:15**
Installation of Officers & Directors **6:45** by Harvey Schoenman
Tracy's Presentation beginning at **7:00 PM**.
Cost for the evening will be **$18.00** for Members, **$23.00** for Guests, and **$12.00** for Student Members.
We will have our 50/50 Drawing, and
The Progressive Raffle for a Raspberry Pi

it's of no benefit or value to you! This type of learning is only superficial and will be forgotten quickly. But if I can show you how to use this knowledge for your job, it becomes assimilated in your long term memory and moves you forward."

We will be following the Governor's guidelines for this meeting as follows:

1.   Same as before except they will <u>serve</u> you from the line
2.   They will space the tables and seats accordingly
3.   Masks are to be worn and only taken off to eat. (Per Governor)
4.   Stay 6 feet apart

Reservation Information

Click on the link below to RSVP

Reservations.GWC@gmail.com

Please Mention whether you will be attending at
The White Palace for Dinner
or if you will be attending Virtually

Directions to log into the meeting Virtually at 7:00 PM on
Wednesday the 13th of January

New Horizons will be hosting this month's meeting and they will be using Microsoft Teams as their vehicle to do that.
The link for the TEAMS Meeting will be forwarded to you in a separate email. Keep that email to use to join the meeting on Wednesday evening at 7:00 PM

Attendance
December 9th Meeting

John Biros **LM** **V**

Bill Fairbanks **M**

Graydon Henry **M** **V**

Bruce Koegler **M** **V**

Joe Krehlik **LM**

Gwen Krehlik **G**

Anthony Massa **M** **V**

John Monto **M**

John Neurohr **G**

Marilyn Perhacs **LM**

Russell Reed **M**

Dolph Santorine **M**

Harvey Schoenman **LM**

Dave Wilson SP ***V***

Legend

M - Member.

LM - Lifetime Member

G - Guest

SP - Speaker

V - *Virtual*

Winners

50/50

John Neurohr $18
John donated his winnings back to the Chapter

Total Income from the 50/50 was $35

Progressive Raffle for the Raspberry Pi 4

The Key Card is the
King of Spades

Russell Reed won the draw

Russell did not draw the winning card

Total Income from the Progressive Raffle was $28

Become Involved in the Growth of Your Career

Birthdays & Anniversaries

1/7 - Daniel Beiter's - 2nd GWC Anniversary
1/7 - Jessie Gambelin's - 2nd GWC Anniversary
1/7 - Nathan Hauck's - 2nd GWC Anniversary
1/7 - Mike Skaggs' - 2nd GWC Anniversary
1/7 - Tim Sokol's - 2nd GWC Anniversary
1/7 - Scott Wilson's - 2nd GWC Anniversary
1/7 - George & Christy Spanos' 14th Wedding Anniversary
1/7 - Tyler Kuhn's Birthday
1/8 - Roger Frame's 1st Rejoining GWC Anniversary
1/9 - Joe & Gwen Krehlik's 56th Wedding Anniversary
1/11 - Marvin Hammond's Birthday
1/28 - Harvey Schoenman's Birthday

New Members

1/1 - Matthew Hausafus - New Student Member from Bethany College - Matthew was the recipient of the Region 18 $500 Scholarship from The Greater Wheeling Chapter

1/1 - Welcome Back Myles Capen from the Pittsburgh Chapter
1/1 - Lillian Clemons from the Pittsburgh Chapter
1/1 - Adam Grant from the Pittsburgh Chapter
1/1 - Christina Sereday From the Pittsburgh Chapter
1/16- Jayson Middleton from Wheeling Hospital
1/16 - Sasha Musap from Wheeling Hospital
1/1 6- Steve Slotesz from Wheeling Hospital

Happy Birthdays
Happy Anniversaries
And
Welcome to Our Chapter - All of the New Members

Congratulations to our new

Officers & Directors for 2021

President - Russell Reed

Vice President - Dolph Santorine

Secretary - Tony Massa

Treasurer - John Monto

Directors

2019 – 2021 Dolph Santorine & Joe Krehlik

2020 – 2022 Bill Fairbanks & Graydon Henry

2021– 2023 Rich Harrold - Bruce Koegler & Nancy See

Letter from the President

Happy New Year! The Greater Wheeling Chapter of CompTIA Pro AITP is asking for your help finding speakers for our monthly meetings. Our meetings are held at Wheeling Park, as well as virtually. We are looking for interesting individuals to be speakers for our group. Perhaps that person may be you or someone you know. Maybe you would like to speak on a topic relating to technology or a hobby that you have that you would like to share with our group. The speaker can be in person or virtual.

We also would like to take this opportunity to welcome you to join our group. If you are a current member of the group, we invite you to join us for meetings in person or virtually. For more information on joining our group, please email us at aitp.gwc@gmail.com or myself at president.aitp.gwc@gmail.com

If you have any suggestions or comments you would like to share you can email me at president.aitp.gwc@gmail.com

Russell Reed
President
Greater Wheeling Chapter of CompTIA AITP

The Greater Wheeling Chapter

of CompTIA Pro - AITP

is made up of members representing the following

Businesses in the Greater Wheeling & Pittsburgh Areas

Advanced Liaison Systems
Ambulance Services Inc.
American Heavy Plates
Babcock Lumber
Blue Racer Midstream
Consolidated Natural Gas
Diocese of Wheeling Charleston (2)
Distributor Service Inc
Dominion
Fairmont Supply Company
Fed Ex Logistics
Gatan, Inc
General Dynamics Information Technology (GDIT)
Health Plan
J. R. & W. Computer Corp
Kaplan School - ICM Campus
Kroger
Landon & Acosta
Marshall University
Monoceros Ventures LLC
Oglebay Resorts - Wheeling Park Commission
PNC Bank
Russell's Computer Repair & More
Team Sledd
WesBanco Bank Inc. (2)
West Virginia Junior College
West Virginia Lottery
Wheeling Hospital (11)

What's Coming Up
Meetings & Events

January 27th - Board Meeting

February 10th - TBA

February 24th - Board Meeting

March 10th - TBA

March 24th - Board Meeting

April 14th - TBA

April 28th - Board Meeting

May 12th - TBA

May 26th - Board Meeting

June 9th - TBA

June 23rd - Board Meeting

July 14th - TBA

July 28th - Board Meeting

August 11th - TBA

August 25th - Board Meeting

September 8th - TBA

September 22nd- Board Meeting

October 13th - TBA

October 27th - Board Meeting

November 10th - TBA

November 24th - Board Meeting

Web Sites & Membership Information

Our Chapter Email
AITP.GWC@gmail.com

Our Chapter Web Site
AITP-Wheeling.org

Our Chapter Facebook Page
Facebook.com/ AITPWheeling/

Our National Web Site
CompTIS.com/AITP

Memberships

Join the Greater Wheeling Chapter of AITP for only

$25.00

and participate in honing your leadership skills.

New Horizons Pittsburgh - Available Classes

TECHNICAL - APPLICATION - MANAGEMENT - BUSINESS SKILLS

Microsoft Office
Access, Excel, InfoPath, Office 365, OneNote, Outlook, PowerPoint, SharePoint, Visio, Word

Adobe
Acrobat, Captivate, ColdFusion, Contribute, Dreamweaver, Fireworks, Flash, Illustrator, InDesign, Photoshop, Premiere, Web Design

Security
CASP, CEH, CISSP, Security+, CHFI, ECSP, CSCU, SCYBER, IINS, CISM, CISA, SENSS, SASAC

IT Fundamentals
A+ , Net+, Server+, Project+, Cloud +, Cloud essentials, Mobility+, Linux+

Project Management
Project Management Fundamentals, Project Management Essentials, CAPM, PMP, ITIL, Prince2, Six Sigma, Cobit5, Lean IT, Agile, Business Analyst

Microsoft Technical
PowerShell, SharePoint, SQL, Exchange, Lync, Azure, Forefront, Dynamics, Visual Studio, Virtualization, Skype, Office 365, Windows, Server

Professional Development
Hiring Outstanding Teams, Effective Communication, Email Etiquette, Leadership and many others

Other Areas
VMware, Citrix, Red Hat, Cisco, Crystal Reports, HTML, SQL Fundamentals, QuickBooks, AWS

We Build T-E-A-M-S!

T Technology Training

E End User Training

A Adobe

M Management Training

S Soft Skills

CONTACT NEW HORIZONS PITTSBURGH FOR ADDITIONAL INFORMATION

e-mail: DRUDD@NHPITTSBURGH.COM   **phone:** (412) 444-2880

Board Meetings are held every 4th Wednesday at Pickles Restaurant 419 Fulton St, Wheeling

Board Meetings are currently being held Virtually on Webex because of the Covid situation. If any member would like to attend virtually, let us know and we will get you the information.

Officers, Directors and Chair persons are expected to attend the Board Meetings

ALL GWC MEMBERS ARE WELCOME *AND* ARE ENCOURAGED TO ATTEND THE BOARD MEETINGS

2021 Chair Positions

Awards: **Joe Krehlik**

By Laws: **Dolph Santorine**

Education Sessions: **Chris Druschel**

Finance & Audit: **Joe Krehlik**

Hospitality: **Marilyn Perhacs & Karen Kovacs**
                                     Co Chairs

Membership: **Joe Krehlik**

Newsletter: **Joe Krehlik**

Nominating: **Russell Reed**

Programs: **No Volunteer**

Publicity & Advertising: **Dolph Santorine**

Region Liaison: **Bill Fairbanks**

SIG Raspberry Pi: **Bruce Koegler & Louis Yurkovitch**
                                     Co Chairs

Special Arrangements: **Bruce Koegler**

Student Chapter Coordinator: **Dolph Santorine**

Web: **Russell Reed**
                                     Joe Krehlik & Dolph Santorine
                                     Members

AITP CompTIA & Greater Wheeling Chapter Membership Options for 2020						
Choose Your Membership						
	Professional (Store Club)	Professional CompTIA Certified	Basic Student	Student Academic Store	GWC Chapter Only	
CompTIA Content	✓	✓	✓	✓		
Discounted Products	Up to 20%		Up to 50%	Up to 50%		
Scholarships				✓		
Competitions				✓		
Chapter Access	Professional	Professional	Student	Student	Professional	Student
Awards	✓			✓		
Labor Market Information (Acclaim)		✓				
Workforce Communities	✓	✓	✓	✓		
Events Access	✓	✓	✓	✓	✓	✓
Join Cost - CompTIA	$ 49 *	Free w/ Valid CompTIA Certification	Free	$ 29	No CompTIA Cost	No CompTIA Cost
No CompTIA Cost	JOIN NOW	ACCESS BENEFITS	JOIN NOW	JOIN NOW		
Join Cost - Greater Wheeling Chapter	$ 25 **	$ 25 **	$ 25 **	$ 25 **	$ 25 **	$ 15 **

In giving the Chapters more autonomy, **CompTIA** has "decoupled" the **CompTIA** Membership from the Chapter Membership.

Unfortunately, that means you will have to join each one separately, but that also means that there now is a Chapter-Only option - if joining **CompTIA** is not right for you.

* The Price to join **CompTIA** is reduced by _50_ %

** The **Greater Wheeling Chapter** Membership Chairperson will begin sending emails to current members whose memberships are expiring in Starting in January 2020 in order to renew their memberships with the chapter. It will also serve as a reminder to renew your membership with CompTIA AITP.

We encourage everyone to renew their **Greater Wheeling Chapter** Membership when it becomes due.

1/1/20

Statistics on Meeting Attendance for 2020 at the Members Dinner Meeting
and the
Board Meetings

```
            Member Meetings
People Attending 1 Meeting 26
      Includes 8 Speakers
People Attending 2 Meetings 2
People Attending 3 Meetings 5
People Attending 4 Meetings 0
People Attending 5 Meetings 3
People Attending 6 Meetings 1
People Attending 7 Meetings 3
```

```
People Attending 8 Meetings   1
People Attending 9 Meetings   1
People Attending 10 Meetings  1
People Attending 11 Meetings  1

People Attending 12 Meetings  4
     Total different People 48
```

The 4 people attending all 12 Member Meetings were
Joe Krehlik
Bruce Koegler
Russell Reed
John Monto

Board Meetings

```
Board Members Attending 1 Meetings   1
Board Members Attending 2 Meetings   0
Board Members Attending 3 Meetings   0
Board Members Attending 4 Meetings   2
Board Members Attending 5 Meetings   1
Board Members Attending 6 Meetings   0
Board Members Attending 7 Meetings   3
Board Members Attending 8 Meetings   0
Board Members Attending 9 Meetings   0
Board Members Attending 10 Meetings 1
Board Members Attending 11 Meetings 0

Board Members Attending 12 Meetings 4
```

The 4 people attending all 12 Board Meetings were
Joe Krehlik
Bruce Koegler
Russell Reed
John Monto

Here is the menu...

Salisbury Steak
Oven Fried Chicken
Scalloped Potatoes
Green Beans
Tossed Salad
Strawberry Pie
Chocolate Cake

Rolls and Butter
Regular & Decaf Coffee, Iced Tea and Water

There will also be Wine and Beer for purchase.