

# Courier

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## Celebrate Fairfax! at the Government Center Complex What You Need to Know June 4 - 11

The Government Center Complex is the site for the Celebrate Fairfax! festival on June 8 to 10, an event bringing together and celebrating Fairfax County, its employees and its communities.

The event impacts parking, security and traffic in and around the Government Center and the Herry and Penningo buildings beginning Monday, June 4 until Monday, June 11. The following important information has been provided by the Facilities Management Department (FMD).

**Parking:** Employees can expect limited parking availability during the week as the festival set up progresses. Visitor parking will be maintained in front of the Government Center and employees are requested to respect these areas and leave them

available for visitors coming to conduct business in the Government Center.

**Carpool or share spaces:** Employees are encouraged to carpool during the week that begins June 4. If you have an assigned space in the garage and will be away, please allow a co-worker to use it.

Monday, June 4, through Thursday, June 7, there will be limited parking available in some front lots except where blocked with cones or where tents are set up.

On Friday, June 8, the only available parking in the front lots at the Government Center will be reserved for visitors. Employees from off-site locations are not considered visitors and must use the lot provided for shuttle bus service. Employ-

*Celebrate Fairfax!, see page 2*



## Introducing the New Slate of EAC Reps

The new group of Employees Advisory Council representatives includes (seated, left to right) Matt Vaughan, Judy Schambach; (standing, left to right) Paula Woodrum, Stella Norman, Linden Renner and Anita Baker. Not pictured are Sarah Goldman, Tim Field, Monica Meeks, Steve Baker and Randy Creller.

See story on page 3.



*Celebrate Fairfax!, from page 1*

ees who normally park in the front lots of the Government Center may have to park in one of the garages behind the Herrity or Pennino buildings. On Friday, all front parking lots are closed to employee parking and alternative plans must be made.

**Shuttle bus service:** Arrangements have been made to use the parking lot on the northwest corner of Monument Drive and Government Center Parkway across from Fairfax Corner for overflow employee parking on Thursday, June 7, and Friday, June 8, from 7 a.m. to 5 p.m.

On Thursday, June 7, continuous service (about every 15-20 minutes) will be provided during the hours listed above. The shuttle bus will stop at the front entrances of the Herrity and Pennino

buildings, at the bus stop near the front entrance of the Government Center and at the parking lot on the northwest corner of Monument Drive and Government Center Parkway across from Fairfax Corner.

**Important note:** County employees are not permitted to park in the other customer lots in Fairfax Corner. The shuttle bus will stop for passengers only at the approved parking lot noted above.

On Friday, June 8, continuous service (about every 15-20 minutes) will only stop at the front entrance of the Herrity Building (the front of the Pennino will be blocked off for Police Department command operations), at the loading dock of the Government Center and at the lot across from Fairfax Corner.

**Road and garage closures:** On Thursday, June 6, at 6 p.m., the two center entrance roads to the Government Center will be closed to vehicles and remain closed until Monday morning.

On Friday, June 8, at 9 a.m., the north entrance road (entrance closest to Monument Drive) will be closed to vehicles and remain closed until Monday morning.

On Friday the lot in front of the Pennino Building will be closed except for Child Care Center drop off and pick up.

At 4:30 p.m. on Friday, employee access to the Government Center P1 and P2 parking

garages will end until 6 a.m. Monday. On Friday morning, P1 and P2 will operate as normal. Employees can stay in their parking space until the end of their regular day. However, reserved spaces of those employees who leave and return after 2 p.m. on P1 or P2 are not guaranteed as pre-approved exhibitors will be moving their cars into the garages into any available spaces.

When leaving P1 and P2 on Friday, all employees must leave the garages through the south entrance road (near the fuel island) and follow the directions of the officers on Government Center Parkway.

When the festival is open to the public, Government Center Parkway will be closed to through traffic from the stoplight at Post Forest Drive to the intersection of the north entrance road.

**Security:** For security reasons, all offices in the Government Center Complex are closed to employee and visitor access from 5 p.m. Friday, June 8, to 6 a.m. Monday, June 11, except for the offices of the Electoral Board and General Registrar. Employees who must work must submit an Employee Security Access Request Form through their department's security coordinator to the Building Services Branch in the FMD by May 30. Request forms can be found on the FMD Infoweb page at <http://infoweb/fmd/celebratefairfax>.

**Note:** Please contact the contract security office at 703-324-3434, TTY 711, if you plan to leave a personal vehicle in any garage at the Government Center Complex over the Celebrate Fairfax! weekend. You must have a pass on the dashboard with your name on it so that the vehicle can be easily identified and won't be towed.

The Government Center will be open for absentee voting and special arrangements have been made with Celebrate Fairfax!.

More detailed information, forms and maps are available on FMD's Infoweb page at <http://infoweb/fmd/celebratefairfax>. If you have questions, call FMD at 703-324-2886, TTY 711. ■



*More Celebrate Fairfax!, see page 8.*

# Fallen Officers Remembered

Tuesday, May 8, was the one-year anniversary of the shooting at the Sully District Station that took the lives of Detective **Vicky Armel** and Master Police Officer **Michael Garbarino**.

In honor of their public service and sacrifice, the Police Department and the officers' families held a brief ceremony in the afternoon and laid wreaths at two memorials that were

built in the station's parking lot where the shooting took place.

The department also honored all its fallen officers on Thursday, May 10, at a memorial service held at the Public Safety Rose Garden, in back of the Massey Building.

In addition to Armel and Garbarino, other department members honored were Officer **Karen Bassford**, Special Officer **Hendrick "Sandy" Gid- onse** and Capt. **Tommy Bernal**. Speakers and guests included Police Chief **David M. Rohrer**, the Board of Supervisors and representatives from the Police Department.

The Board of Supervisors designated May 14-18 as Police Week and May 15 as Peace Of- ficers Memorial Day in Fairfax County. ■



Detective Vicky Armel and MPO Michael Garbarino.



The Board of Supervisors presented a proclamation for Police Week to Chief Rohrer and representatives from the Police Department at the May 7 Board meeting.

EAC, from page 1

The Employees Advisory Council (EAC) recently had nominations and elections for five representative seats. The following groups have returning representatives who ran unopposed:

- Group 1 – Police Department: **Tim Field**,
- Group 6 – Family Services: **Matt Vaughan**,
- Group 7 – Board of Supervisors, County Executive, County Attorney, Human Resources, Tax Administration, Finance, Retirement Administration, Management and Budget, Information Technology, Public Affairs and Electoral Board: **Randy Creller**.

In addition, the EAC will have two new representatives:

Group 3 – Public Works and Environmental Services and Facilities Management: **Judy Schambach**, who won the election and will fill a one-year term that remains from the previous incumbent.

Group 8 – Library and Health Department: **Linden Renner**, who was unopposed for a

three-year term.

The following are the newly elected officers for the period June 1, 2007, to May 31, 2008.

- Chair - **Anita Baker**
- Vice-chair - **Paula Woodrum**
- Secretary - **Randy Creller**
- Treasurer - **Matt Vaughan**.

In the upcoming year the EAC plans to continue advocating for a better workplace for all Fairfax County employees, according to Baker.

For more information on the EAC, go to [www.fceac.org](http://www.fceac.org). ■

## New EAC Representatives



Linden Renner



Judy Schambach

## Focus on Benefits



**HR Central  
has benefit  
information.  
703-324-4900,  
TTY 703-222-7314**

### Fund Returns for Four County Vendors

# Deferred Compensation Plans

These charts, below and on page 5, show the fund returns for the one-, three-, five- and 10-year periods ending March 31, 2007. Keep in mind that past performance is not a guarantee of future performance.

The expense ratio indicates the percentage deducted from the return prior to reporting fund performance. Some providers also charge an administrative fee. The administrative fee is not reflected in the reported returns.

Employees can enroll in the deferred compensation program or change their contribution amount at any time.

Enrollment and change forms received in a given month will become effective the first available pay date of the following month.

For example, enrollment and change forms re-

ceived in the Department of Human Resources in May will become effective on June 8.

Employees can transfer plan assets from one provider to another at any time. Completed transfer forms are processed within five business days of receipt.

To change your investment allocation or to transfer funds within the same provider, call the provider's toll-free number (all TTY 711):

- AIG VALIC: 888-568-2542
- ICMA-RC: 800-669-7400
- Nationwide: 800-769-4457
- T. Rowe Price: 888-457-5770

For more information, contact the Deferred Compensation Help Desk at 703-324-4995, TTY 703-222-7314. ■

#### AIG VALIC

Fund Category	Fund Name	One Yr.	Three Yr.	Five Yr.	Ten Yr.	Expense Ratio	Plan Admin. Fee
Target Date / Lifecycle Funds	Wells Fargo Outlook 2040 A	11.81%	10.66%	7.04%	7.53%	1.22%	0.10%
	Wells Fargo Outlook 2030 A	10.78%	9.25%	6.41%	7.34%	1.21%	0.10%
	Wells Fargo Outlook 2020 A	8.90%	7.71%	5.52%	6.75%	1.20%	0.10%
	Wells Fargo Outlook 2010 A	5.96%	5.32%	4.51%	6.14%	1.18%	0.10%
	Wells Fargo Outlook Today A	4.70%	3.93%	4.15%	5.35%	1.15%	0.10%
Small Cap	Wells Fargo Advantage Small Cap Val Z	7.39%	14.90%	15.07%	N/A	1.43%	0.10%
Mid Cap	Dreyfus Mid Cap Index	7.91%	12.85%	10.17%	13.68%	0.50%	0.10%
International	American Funds Euro-Pacific Growth R3	16.20%	18.99%	15.07%	10.92%	1.11%	0.10%
Large Cap Core/Growth	Amer. Funds Growth Fund R3	7.44%	11.27%	8.22%	12.70%	0.94%	0.10%
Large Cap Blend	Davis New York Venture	12.62%	11.59%	9.79%	10.57%	0.87%	0.10%
Large Cap Value	American Century Large Co. Value Adv.	15.08%	11.54%	8.68%	N/A	1.09%	0.10%
Large Cap Index	S&P 500 Flagship Fund D	11.62%	9.88%	6.08%	8.03%	0.18%	0.10%
Fixed Income	PIMCO Total Return Admin.	6.06%	3.41%	5.48%	6.81%	0.68%	0.10%
Money Market	Am Cent Gov't Agency MM	4.74%	3.09%	2.25%	3.49%	0.48%	0.10%
Stable Value/Fixed	Wells Fargo Stable Value	3.78%	3.46%	3.68%	4.51%	1.10%	0.10%

## Investing Do's and Don'ts

One of the keys to investing for retirement is how you react to the market. Knowing which behaviors to follow and which to avoid is critical to the long-term success of your investments.

### Do's of Investing:

Here are four basic rules to follow that have been shown to improve your success over the long term:

- Invest for the long term.
- Invest according to your risk tolerance.
- Maintain your portfolio balance.
- Make sure your portfolio is diversified.

### Don'ts of Investing:

Following the rules above may not be enough. The way you

respond to changes in the market can have a significant affect on your ability to reach your goals. Here are three behaviors to avoid when investing for the long term:

- Chasing returns.
- Overreacting to changes in the market.
- Attempting to time the market.

*Info provided by ICMA-RC*

		ICMA-RC				Expense	Plan Admin.
Fund Category	Funds	One Yr.	Three Yr.	Five Yr.	Ten Yr.	Ratio	Fee
Target Date (Lifecycle)	Vantagepoint Milestone 2040	10.27%	N/A	N/A	N/A	0.97%	0
	Vantagepoint Milestone 2035	10.13%	N/A	N/A	N/A	0.97%	0
	Vantagepoint Milestone 2030	9.95%	N/A	N/A	N/A	0.95%	0
	Vantagepoint Milestone 2025	9.75%	N/A	N/A	N/A	0.93%	0
	Vantagepoint Milestone 2020	9.39%	N/A	N/A	N/A	0.91%	0
	Vantagepoint Milestone 2015	8.89%	N/A	N/A	N/A	0.89%	0
	Vantagepoint Milestone 2010	8.04%	N/A	N/A	N/A	0.86%	0
	Milestone Retirement Income Fund	7.57%	N/A	N/A	N/A	0.81%	0
Asset Allocation	Vantagepoint Long Term Growth	9.25%	9.14%	6.98%	8.46%	1.01%	0
	Vantagepoint Traditional Growth	8.34%	7.74%	6.11%	7.41%	0.94%	0
	Vantagepoint Conservative Growth	7.61%	6.36%	5.40%	6.61%	0.87%	0
	Vantagepoint Savings Oriented	7.16%	5.28%	4.85%	5.85%	0.81%	0
Foreign/International	VT Fidelity Diversified International	15.18%	18.41%	17.41%	13.22%	1.01%	0
Small Cap	Royce Premier Service Class	3.44%	15.15%	N/A	N/A	1.29%	0
Mid Cap	Delaware American Services 1	10.46%	12.80%	14.41%	N/A	1.11%	0
Large Cap	VT Fidelity Contrafund	7.98%	13.40%	11.20%	11.34%	0.90%	0
	Legge Mason Value F1	4.21%	8.25%	8.95%	N/A	1.02%	0
	Neuburger Berman Socially Responsive Fund	11.89%	11.54%	9.69%	9.21%	1.13%	0
	Vanguard Total Stock Market Index Admiral	11.21%	10.92%	7.58%	N/A	0.09%	0
	Vanguard Institutional Index	11.80%	10.05%	6.28%	8.25%	0.05%	0
	Hotchkis & Wiley Large Cap Value 1	10.73%	12.67%	13.09%	11.86%	0.98%	0
U. S. Bonds	American Funds Bond Fund R4	7.30%	4.13%	N/A	N/A	0.67%	0
Stable Value	Vantage Trust PLUS*	4.62%	4.41%	4.39%	5.09%	0.20%	0

\* The Plus Fund returns will be slightly higher due to the 26 basis point (0.26%) reduction in fund expenses on 11/1/2005.

NATIONWIDE

Fund Category	Funds	One Year	Three Yr.	Five Yr.	Ten Yr.	Expense Ratio	Plan Admin. Fee
Lifecycle/Target Date	Fidelity Advisor Freedom 2040 A	10.09	10.43	N/A	N/A	1.01	0.37%
	Fidelity Advisor Freedom 2035 A	9.74	10.08	N/A	N/A	1.00	0.37%
	Fidelity Advisor Freedom 2030 A	9.82	9.85	N/A	N/A	1.00	0.37%
	Fidelity Advisor Freedom 2025 A	9.26	9.11	N/A	N/A	0.98	0.37%
	Fidelity Advisor Freedom 2020 A	9.21	8.78	N/A	N/A	0.98	0.37%
	Fidelity Advisor Freedom 2015 A	8.56	7.90	N/A	N/A	0.95	0.37%
	Fidelity Advisor Freedom 2010 A	8.22	6.74	N/A	N/A	0.93	0.37%
	Fidelity Advisor Freedom 2005 A	8.21	6.70	N/A	N/A	0.92	0.37%
	Fidelity Advisor Freedom Inc A	6.28	4.11	N/A	N/A	0.84	0.37%
Foreign/International	JP Morgan International Eq S	14.65	16.85	13.50	8.05	1.06	0.37%
Small Cap	Oppenheimer Main St Small Cap A	5.77	14.19	13.27	N/A	1.15	0.37%
Mid Cap	ABN AMRO Mid Cap N	17.83	11.28	11.57	12.86	1.16	0.37%
Large Cap	T. Rowe Price Growth Stock Adv	10.29	9.73	6.49	N/A	0.94	0.37%
	Davis NY Venture	12.62	11.59	9.79	10.57	0.88	0.37%
	State Street Equity 500 Index Service	11.43	9.70		N/A	0.36	0.37%
	Van Kampen Growth and Income A	12.78	12.60	8.60	11.23	0.79	0.37%
U. S. Bonds	Western Asset Core Plus Bd F1	8.31	4.76	6.82	N/A	0.70	0.37%
Stable Value	Galliard SV	4.58	4.26	4.48	5.31	0.30	0.37%

T. Rowe Price

Fund Category	Funds	One Yr.	Three Yr.	Five Yr.	Ten Yr.	Expense Ratio	Plan Admin. Fee
Target Date (Lifecycle)	TRP Retirement 2040	11.82%	12.84%	N/A	N/A	0.76%	0
	TRP Retirement 2035	11.78%	12.42%	N/A	N/A	0.76%	0
	TRP Retirement 2030	11.77%	12.46%	N/A	N/A	0.76%	0
	TRP Retirement 2025	11.58%	11.81%	N/A	N/A	0.74%	0
	TRP Retirement 2020	11.24%	11.20%	N/A	N/A	0.72%	0
	TRP Retirement 2015	10.73%	10.48%	N/A	N/A	0.69%	0
	TRP Retirement 2010	10.30%	9.78%	N/A	N/A	0.65%	0
	TRP Retirement 2005	9.59%	8.80%	N/A	N/A	0.61%	0
	TRP Retirement Income	8.73%	7.30%	N/A	N/A	0.56%	0
Asset Allocation	T. Rowe Price Pers. Strat. Growth	10.90%	11.71%	9.78%	9.54%	0.93%	0
	T. Rowe Price Pers. Strat. Balanced	9.95%	9.88%	8.99%	8.88%	0.87%	0
	T. Rowe Price Pers. Strat. Income	8.77%	7.97%	7.84%	7.98%	0.80%	0
Foreign/International	T. Rowe Price International Stock	13.85%	15.98%	11.41%	6.08%	0.87%	0
Small Cap	T. Rowe Price Small Cap Stock	4.10%	12.47%	10.19%	12.02%	0.92%	0
Mid Cap	T. Rowe Price Mid Cap Growth	3.79%	13.19%	10.17%	12.75%	0.80%	0
Large Cap	T. Rowe Price Blue Chip Growth	6.98%	7.76%	4.89%	7.49%	0.85%	0
	T. Rowe Price Equity Index 500	11.46%	9.71%	5.97%	7.91%	0.40%	0
	T. Rowe Price Capital Appreciation	11.81%	11.65%	10.90%	12.29%	0.76%	0
	T. Rowe Price Equity Income	14.50%	12.40%	8.63%	9.96%	0.71%	0
U. S. Bonds	T. Rowe Price New Income Fund	6.44%	3.51%	5.21%	5.88%	0.67%	0
	T. Rowe Price US Treasury Intermediate	8.04%	1.56%	4.25%	5.50%	0.62%	0
Stable Value	T. Rowe Price Stable Value	4.39%	4.19%	4.39%	5.22%	0.32%	0

## McLean Fire Station Gives Foster Child a Day to Remember

The McLean Fire Station and the Department of Family Services' foster care and adoption program were featured on NBC4's "Wednesday's Child" program during the week of May 7. Captain **Keith Cross** and

several members of the station's staff provided a memorable experience for Mark, one of the county's foster children, who has dreams of becoming a firefighter some day.

"This was a wonderful experience for Mark," said **Beverly Howard**, Ph.D., coordinator, Fairfax Families4Kids. "He will cherish it always. And of course, our objective is two-fold: to provide him a positive, memorable experience, and to recruit an adoptive family for Mark where he can grow up to become a firefighter or anything else he wants to become." ■

*The McLean Fire Station was the location for a special day for a foster child. Participants included (left to right) Fire and Rescue Department staff John Higginbotham, Derrick Colden, Dustin Reynolds, Keith Cross, Vitor Rocha, Barbara Harrison from NBC4, Brian Giller, Mark, Jeff Wharton, Donald Clemmins, John Streeter and Steve Onufrey. Photo by Joan Brady.*



## How Sweet It Was! The 2007 Bake-Off

You could smell the sugar wafting through the hallways on Monday, May 14, when the Department of Tax Administration (DTA) hosted its annual bake-off competition in the forum of the Government Center. Staff from DTA and "sister" agencies that report to Deputy County Executive **Ed Long** – Finance (DOF), Facilities Management, Human Resources (DHR), Purchasing and Supplies, and Vehicle Services – entered 101 baked

and carefully tasted the delectables served by agency directors and staff. When the flour dust cleared, the winners in each category were:

### Cookies and Brownies (27 entries)

First	Steve Esenbock	DTA
Second	Carol Patton	DOF
Third	Joyce Ferritto	DHR

### Pies (21 entries)

First	Desi Baltimore	DTA
Second	Nancy Lundien	DTA
Third	Marilyn Groleau	DTA

### Cakes (34 entries)

First	Nancy Vargas	DTA
Second	Nancy Vargas	DTA
Third	Edgar Becerra	DTA

### Miscellaneous (19 entries)

First	Akram Tadros	DTA
Second	Margaret Dunlap	DTA
Third	Yury Herrera	DTA

A highlight of the event was a beautiful three-tier cake made by **Mary Bui**, DTA, in honor of the Virginia Tech victims. Bui, an accomplished baker, did not enter her cake in the bake-off. ■



*DTA Director Kevin Greenlief displays one of the winning entries.*



*Cake category server and DTA assistant director Arthur Culbertson serves bake-off judge and Braddock District Supervisor Sharon Bulova.*

goods into the competition. The event was held in conjunction with Public Service Recognition Week.

It was sweet, but serious, business as the judges, including six members of the Board of Supervisors, donned aprons

## Tate Award Winner

**Teresa Belcher** was named the recipient of the Department of Family Services' (DFS) Joanne M. Tate Social Work Award at the agency's annual awards ceremony on May 9. Created last year, the award is given annually to a DFS social worker or social work supervisor who has made significant contributions in the areas of policy or procedure. The award is in memory of Joanne Tate, who worked at DFS for 16 years in Adult Services and Family and Child Services. Tate worked to improve policies and procedures impacting service delivery. Her husband, Tim, has funded an account for a \$500 annual award until 2016. Their son, Fairfax County Police Officer **Travis Tate**, presented the 2007 award.

## New Postal Rates

New U.S. Postal Service (USPS) rates and regulations became effective Monday, May 14. The price of a first-class stamp increased from 39 cents to 41 cents.

A new stamp, called the "Forever Stamp" went on sale at the new 41 cents, first-class mail, one-ounce letter rate. The value of these stamps will always be the one-ounce letter rate and can be used for any future one-ounce letter mailing without extra postage.

Another important change is the new shape-based rate system, which impacts what mailers mail and how they mail it. Shape-based pricing is described as shifting from the use of a pure weight value to a size, thickness and weight combination when determining the postage value of letters, flats (large envelopes) and parcels. Under the new USPS shape-based pricing guidelines, it is now critical that a mail piece be



*At the Tate Award presentation are (left to right) Dana Paige, director, DFS; Teresa Belcher, social work supervisor, Domestic Violence Unit, DFS; Officer Travis Tate, Police Department, West Springfield District Station; Kathy Froyd, director, Children, Youth and Families Division, DFS.*

measured and classified as either a letter, flat or parcel to ensure that the proper postage value is applied.

For example, letters in sizes 3½" x 5" and 6⅛" x 11½" to a maximum of ¼" thickness and up to one ounce are classified as first-class letter mail and will cost 41 cents to mail. If these pieces exceed ¼" thickness they are classified flat rate and will cost 80 cents to mail. If the mail piece is 12" x 15" flat (large envelope) to a maximum of ¾" and up to 13 ounces, it is classified as flat rate and will cost from 80 cents to \$2.84 to mail. Additional information is available at [www.usps.com/ratecase](http://www.usps.com/ratecase).

To find out how the rates affect your business processes, come to one of two seminars – 8:30 a.m. or 10 a.m. – on Monday, June 4, in Conference Room 8 in the Government Center. Make sure you plan ahead for these rate changes before preparing documents that will be mailed. Call Mail Room staff **William Fleming** or **Pat Burden** at 703-324-2977, TTY 711.

## I-Net Update

The Department of Information Technology (DIT) and the Department of Cable Communications and Consumer Protection (DCCCP)

have reached a major milestone in the implementation of the county's fiber-optic network – known as the Institutional Network (I-Net) – that will support video, data, and in the future, voice communications between county and schools facilities.

The first implementation of the project is replacing cable provider service by Cox and Comcast within county facilities. The changeover in the delivery of cable television services to 414 county locations is ongoing through June. The new video cable television services on the I-Net video network will remain similar to the existing cable television services currently provided to county locations. However, county and school training channels will replace certain entertainment and premium channels.

If there is a problem with the video service delivery, the employee or agency should no longer contact the cable company, but call DIT's Technical Support Center (help desk) at 703-222-3535, TTY 711.

## Farmers Markets

The 2007 countywide farmers markets schedule can be found online at [www.fairfaxcounty.gov/parks/farm-mkt.htm](http://www.fairfaxcounty.gov/parks/farm-mkt.htm). Each May to November, 11 sites throughout Fairfax County host an open-air market.

All products sold at the farmers markets are produced by vendors within 125 miles of Fairfax County, supporting sustainable agriculture in the Chesapeake Bay watershed.

The farmers markets are supervised by the Park Authority through the Community Horticulture office based at Green Spring Gardens. The daily operations of the markets are managed by volunteer market masters.

## Excel: Data Entry Using Form View

Data entry is always the most tedious part of filling a worksheet. If there are a number of columns that scroll off the display area, it can be even harder. To enter data or search for data without having to do a lot of scrolling and to work vertically, you can use Form View.

- ♦ Open your worksheet and select any cell within the worksheet range.
  - ♦ On the tool bar, click Data.
  - ♦ On the drop-down menu, click Form.
  - ♦ If there is a problem determining the column header labels, a window will pop up. Click OK to use your first line.
  - ♦ The created form has the title of the active worksheet and the buttons that are displayed are self-explanatory.
  - ♦ Click the New button to enter a

new record; Excel displays a blank form.

- ♦ Enter data into the first field and then press the Tab key to move to the next field.
- ♦ When you get to the end of your data entry, press the Enter key to go to the next blank record.

Note: If there are formulas in your worksheet, the Form View displays only the results of the formula, thus preventing it from being accidentally overwritten. Also, if the spreadsheet contains merged cells, Form View will not work.

To search for specific data or a record, do the following:

- ♦ Click the Criteria button to clear the form.
- ♦ Enter your search term into the appropriate field (e.g., enter Human Resources into the "Department

## Celebrate Fairfax! Highlights

More than 70,000 people are expected to attend the 26th annual Celebrate Fairfax! festival during its three-day run, June 8-10 at the Government Center. The programming includes more than 80 concerts and performances, the United Bank Crafts Market, nightly SAIC Fireworks, the Virginia Lottery Laser Spectacular, free activities in ExxonMobil Children's Avenue, interactive activities in SciTech Center, hundreds of exhibits with prizes and giveaways, and four national headliners on the Bud Light Main Stage: Live, Eddie From Ohio, Smash Mouth and Little Big Town.

Until June 1, you can purchase tickets or ticket packages by visiting [www.celebratefairfax.com](http://www.celebratefairfax.com) and clicking on the "Tickets and Merchandise" link located on the left side of the page. Tickets also may be purchased at any Northern Virginia Multiplex Cinemas, Northern Virginia Silver

Diner locations, all Fairfax County Federal Credit Union branches or at the Wegmans located near the Government Center.

Interested in being a valuable part of the event and attend the festival for free? To be a volunteer, contact Meagan Lindsay at [meagan.lindsay@fairfaxcounty.gov](mailto:meagan.lindsay@fairfaxcounty.gov) or 703-324-5457, TTY 711.

### Don't Forget Sneak Peek!

County employees are invited to the annual Sneak Peek event on Friday, June 8, from noon to 2 p.m. Employees will be able to enjoy items from the crafts market, food from more than 30 food vendors and the carnival. The Motown cover band formed by county employees, DC Transit, will be playing at noon. Remember that Sneak Peek is intended for the county's employees only. ■

## Tech Tip # 112

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