

THE *Express*

OUR WESTCARE STORIES
FROM AROUND THE WORLD



Welcome from Dick Steinberg

President & CEO

As we begin the new year, I can't help but simply be thankful for another year of doing what we do best – serving as a beacon of hope for those in need and changing lives through the services that we are so fortunate to provide. In 2021, we continued to make strides, expand our scope of services, and have remained a crucial resource for the communities in which we serve and I have no doubt that this new year will be any different. We all play a part and when we work together, we have the ability to make remarkable things happen!

With the ongoing pandemic, we will continue to practice the utmost level of precaution within our programs to ensure that our staff, our clients, and ultimately, our families remain safe. To all of our staff who have embraced these precautions from screenings to vaccinations to the regular wearing of masks in public spaces - I thank you. These nearly two years now of the COVID-19 pandemic have certainly not been easy, but I am proud of both our organization's response and commitment to safety because one more person lost to this virus is one too many. Thank you all for your efforts.

With each new year also comes new resolutions to improve oneself. It has been reported that on average, only 8% of all New Year's resolutions are kept, often due to a lack of a regimented schedule, the absence of a solid support system, and having unrealistic expectations of when the desired goal can be achieved. However, whether it's tackling a substance use disorder, beginning the journey from homelessness into permanent housing, or embracing any other type of life-changing services - we are eager to assist anyone in reaching their goals and improving the quality of life for not only themselves, but their loved ones. No goal is out of reach if you are willing to ask for help, put in the necessary work, and most of all - trust the process. For those who are willing, we will always be here for you.

In closing, to our dedicated staff, interns, and volunteers - thank you for all that you do and for the boundless passion, empathy, and energy that you bring with you each and every day. We have each traveled a unique path that has led us here for a reason and despite the challenges that we might face, please remember that what we do truly matters. To another year of changing the lives and Uplifting the Human Spirit, I wish you and yours a very happy, healthy, and fulfilling new year!

Dick Steinberg



The Community Comes Together to Make Spirits Bright

By Cheryl DeBatt, Vice President

Thank you, thank you, and thank you is just not enough to express the gratefulness that we feel. Every December, we receive numerous donations from our community to help support our programs during the holiday season. This year was no different and went beyond anything that we could imagine. We received toys, toys, and more toys as well as handmade quilts from a local women's group for Safe House and our women's residential treatment center. We also received gift bags full of goodies for our women served from **Premier Executives Real Estate**. Meanwhile, the **Desert Star Academy** collected over 600 pairs of socks of all different sizes! Each resident also received a new pair of pajamas from our local women's council. Christmas morning brought so much joy to all of the residents in our programs and it wouldn't have been possible without the help of our community! To all who donated, thank you for making this holiday season extra special for those in need!



WestCare Arizona
@westcareaz

'Twas The Night Before Christmas at CCTRP San Diego

A poem written by a current client at CCTRP San Diego



*'Twas the night before Christmas and all through the house, everyone was sober, even the mouse.
The NA books were stacked by the chimney with care in hopes that my sponsor soon would be there.
The children were nestled all snug in their beds while visions of sobriety danced in their heads.
Mama in her kerchief and I in my cap had just kicked back to conversate and rap.
When out on the lawn there arose such a clatter, I jumped from my seat and yelled, "What's the matter?"
Away to the window, I made a mad dash, tore open the shutters and threw up the sash.
The smile on the night of the new fallen snow gave luster of midnight to the objects below. When what to my wondering eyes should appear? No more drugs, no more alcohol, no more fear!
Each day of sobriety didn't come quick. I knew my recovery wouldn't be a quick fix.
But, more rapid than eagles by recovery came and it whistled and shouted and called me by name!
Now steps 1, 2, 3, and 4 - oh, God, allow them to remain at my door.
To the top of the porch! To the top of the wall! If I should stumble or I should fall, oh, please Lord, let it be your name that I call!
As the dry leaves fall and the new year appears, oh, God, please keep my recovery near!*



WestCare California
@WestCareCA
@westcarecalifornia



**Guara Bi - Dominican Republic
Receives Recognition from the CND**

By Yolanda Gonzalez Malave, *Program Assistant & HR Coordinator*

On December 8, **General Jaime Marte Martínez**, President of the Dominican Republic's **National Drug Council/Consejo Nacional De Drogas (CND)**, awarded **Guara Bi - Dominican Republic** with recognition of our personnel for their work done in support of a drug-free society and their help provided for the people who need it. Guara Bi has been collaborating with the council on implementing an institutional strategic plan which seeks to establish criteria and mechanisms to address the problem of substance abuse in the Dominican Republic. General Martinez also praised the great service provided by our team, which allows our clients to enjoy their lives to the fullest!



**Holiday Season Shines Bright
Thanks to Our Community**

By Elena Hoyos, *Administrative Services Director*

Making every child's holiday a memorable one is always our mission at **The Village South** during the holidays. This year, we had a goal of collecting 600 toys so that we could make sure that every child we serve had a present under their tree on Christmas morning.

We could not have done this without the help of our wonderful partners! The **Miramar & Pembroke Pines Regional Chamber of Commerce** was instrumental in making sure that we reached our goal. The focus of their annual holiday party was to shine a bright light on our toy campaign. Members and the community were encouraged to bring in a toy to selected locations and various events throughout December. The Chamber's holiday party allowed us to introduce our agency's work and mission to our community including various city and county officials including Pembroke Pines' Mayor, Frank C. Ortiz

and Vice Mayor, Thomas Good Jr. We were also honored to meet with Broward County Commissioner, Dr. Barbara Sharief!

But, the fun didn't end there! Several community groups paid a visit to our campus and brought joy, holiday spirit, and presents to both our mothers and children in the program!

Students on behalf of **Hialeah Gardens Middle School and High School's Student Peer Programs** spoke one on one with our residential consumers about their experience/recovery and had fun playing with our infants and small children. Additionally, the **Girl Scouts of Southeast Florida, American Legion Post 91**, and the **Exchange Club of Fort Lauderdale** came in with many volunteers to make their visit a night to remember and started the night with the sharing of recovery stories that were 25+

years in the making followed by cookies, refreshments, and gifts of toys and clothing. The event was made even better with our most beloved guest – Santa, who took the time to hear our children's holiday toy requests and take a picture with them!

Additional community involvement for our toy drive got us closer to our goal including **Agave Bandido**, a local Mexican restaurant that during December, encouraged their customers to bring in toys and offered them special promotions in return! Meanwhile, the managers at the **Macy's in Pembroke Lakes Mall** brought in their own donation of toys to support the cause! We certainly feel the warmth of this community and are thankful for them taking the time to help us Uplift the Human Spirit!



The Village South, Inc



@thevillagesouth



@thevillagesouth

The Guidance/Care Center's 2021 Employees of the Year!

By Maureen Dunleavy, LMHC, *Regional Vice President*

The **Guidance/Care Center's (G/C) Employees and Program of the Year** awards are given out annually to G/C employees who have shown outstanding service to the organization and the residents of the Florida Keys that we serve. Their performance has been above and beyond what is normally expected in day-to-day service and demonstrates leadership and teamwork.

Key Largo Employee of the Year

- Kathleen Ryzoc, *Adult Case Manager*, Key Largo

Marathon Employee of the Year

- Rita Gonzalez, *Peer Specialist*, Personal Growth Center (PGC)

Key West Employee of the Year

- Kelly Bedard, *Crisis Counselor*, Mobile Crisis Team (MRT)

The Heron Employee of the Year

- Ceri Checkley, *Site Director*, The Heron

Support Staff of the Year

- Jose Zapata, *Client Advocate*, Marathon

Manager of the Year

- LuCinda Adams, *Team Leader*, Community Action Team (CAT)

Criminal Justice Employee of the Year

- Kristin Flores, *Lead Counselor*, Jail In-House Program (JIP)

Case Manager of the Year

- Pedro Spencer, *Adult Case Manager*, Key West

Children's Team Employee of the Year

- Robert Prosser, *Therapist*, Community Action Team (CAT)

Inpatient Team Employee of the Year

- Evans Joseph, *Behavioral Health Tech*, Marathon

New Hire of the Year- Uplifting the Human Spirit

- Kelly Dufford, *Behavioral Health Tech & Peer Specialist*, Marathon

Program of the Year

- Mobile Crisis Response Team (MRT)

Congratulations to all of our shining stars!



Guidance/Care Center by WestCare



Joining Forces with Toys for Tots

By Terrence Drayton,
Program Specialist

Every year, the **Carroll County Georgia Toys for Tots** collects and distributes many toys to families in need. This year, they collected nearly 21,000 toys that needed to be separated and distributed amongst thousands of families in need. But the youth at the **WestCare Georgia Youth Academy** were able to help! Over the holidays, a group of youth from the Academy spent several hours assisting Toys for Tots by helping with separating, distributing, and handing out toys to families in need. In return, they gifted each of the youth at the Academy with three items to celebrate the holidays while in our care. It felt great for all of them to Uplift the Human Spirit!



WestCare Georgia



@westcarega



Recognizing Sue May's Service

By Darrell Mayo, *SSVF Veteran Advocate*

The **Family Alliance for Veterans of America (FAVA)** office in Sioux City would like to highlight the contributions of **Sue May**, Veteran Career Planner at the **IowaWORKS** program in Sioux City, which connects employers with job seekers. In her role, she helps Vets build their resumes, enroll into apprenticeship programs, return to school, and search for available positions. In the community, she often assists at local Veterans events by serving food, distributing groceries, and conducting outreach. She even hosts the Vet Together resource fair with other local providers! During Sue's time at IowaWORKS, they have welcomed us to the neighborhood by donating several buckets of cleaning supplies, sets of washcloths and towels, antibacterial wipes, winter hats and gloves, and several small space heaters to our **Supportive Services for Veteran Families (SSVF)** program.

Sue's efforts and accomplishments have helped strengthen the Veteran community. The Sioux City FAVA office is honored to have Sue and the IowaWORKS team as community partners and appreciates their efforts in helping those who have served. We look forward to building our working relationship in the future. You are very much appreciated, Sue! Thank you!



FAVA (Family Alliance for Veterans of America)



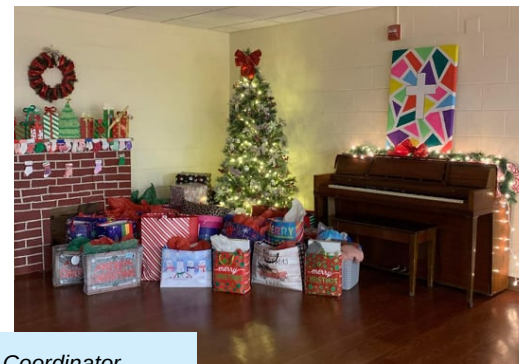
The Sheridan Correctional Center Gets into the Holiday Spirit

By Ryan Bell, Assistant Director

The holidays can be a difficult time for individuals in custody. So, to help make that time easier and Uplift the Human Spirit, our team at the **Sheridan Correctional Center** had a variety of activities for our clients.

Each day during the holidays along with our normal group curriculum, we added fun holiday activities such as holiday-themed games of Scattergories, Family Feud, and Jeopardy.

In addition, we had a holiday artwork contest as well as the opportunity for each housing unit to decorate their units and share their holiday spirit. Many clients submitted amazing artwork as part of the contest. There is so much talent amongst our clients and all of us here at Sheridan thoroughly enjoyed all the fun activities and contests this holiday season!



The Holidays in Kentucky

By Jeremie Delauder, Data Coordinator

As is our tradition at **WestCare Kentucky**, we try to provide our residential clients with activities throughout the holiday season that remind them of better times and times that can be possible through recovery.

Both our **Judi Patton Center for Healthy Families** and **Hal Rogers' Appalachian Recovery Center** for women and men respectively, organized events to share the holiday spirit with others. Residents wrote letters and made holiday cards to send to their family and loved ones. Besides sharing their joy with others, they also made gingerbread houses, were able to reflect while stargazing, sang seasonal hymns and songs, and enjoyed an evening beside a bonfire - that is, after a snowball fight!

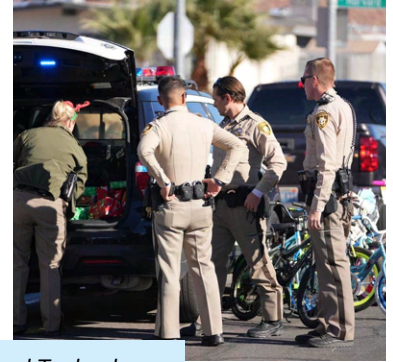
What celebration would be complete without wonderfully delicious chicken and ham dinners? A couple of evenings were closed out by kicking back, watching a movie, and the sharing of peach cobbler, popcorn, and coffee while watching the ball drop on New Year's Eve.

We, the WestCare staff here in Kentucky, feel very truly blessed to have such a wonderful and caring community that donates and supports our clients. It is an honor and pleasure for us to be able to pass this caring spirit forward. Happy New Year, everyone!





The First Annual Box Town Giving Back Event



By Jennifer Hilton, Director Training and Technology

Let me tell you a story to warm your heart. It all started a week before Thanksgiving when Jansen Taylor, Mike Arthur, Bryan Peterson, and Eddy Cavazos got together for a Friendsgiving celebration. They have been friends since high school and despite having grown up in a tough neighborhood in Las Vegas, managed to still get out and do well for themselves. Each has made their mark in Las Vegas in one way or another from being a part of the **Ultimate Fighting Championship (UFC)** to owning and managing a successful realty business, serving as a Lieutenant in the **Las Vegas Metropolitan Police Department (LVMPD)**, and running as a candidate for **Las Vegas City Council**. At this dinner, they got to reminiscing and telling old stories about how they wouldn't be who or where they are without the neighborhood that they grew up in and how they wanted to give back. So, an idea was born, the **Box Town Giving Back Event!** These tough-as-nails guys that I knew from high school reached out to me to see if WestCare could help. From there, we got to work!

What normally takes six months to plan because of city permits, event insurance, gathering donations, and soliciting sponsorships, came together in a matter of three weeks thanks to the help of our community! By the day of the event on December 18, we had three food vendors to feed folks in the community, three bounce houses, a live DJ supplying the music, three car clubs to make up a car show with fifty entries, and Santa Claus on hand to visit with kids. In addition, the LVMPD brought four squad cars full of toys to give away including brand new bikes! To put the candy cane on top of it all, the UFC donated over \$50K worth of brand-new UFC clothing to distribute to the neighborhood that day as well as to the LVMPD's youth sports team and WestCare Nevada following the event. WestCare was proud to be a part of this amazing event and can't wait until next year for the Second Annual Box Town Giving Back Event! Thank you to the event's presenters and all of our community volunteers who made it possible!

Watch a video recap of this year's event here: westcare.link/boxtownrecap



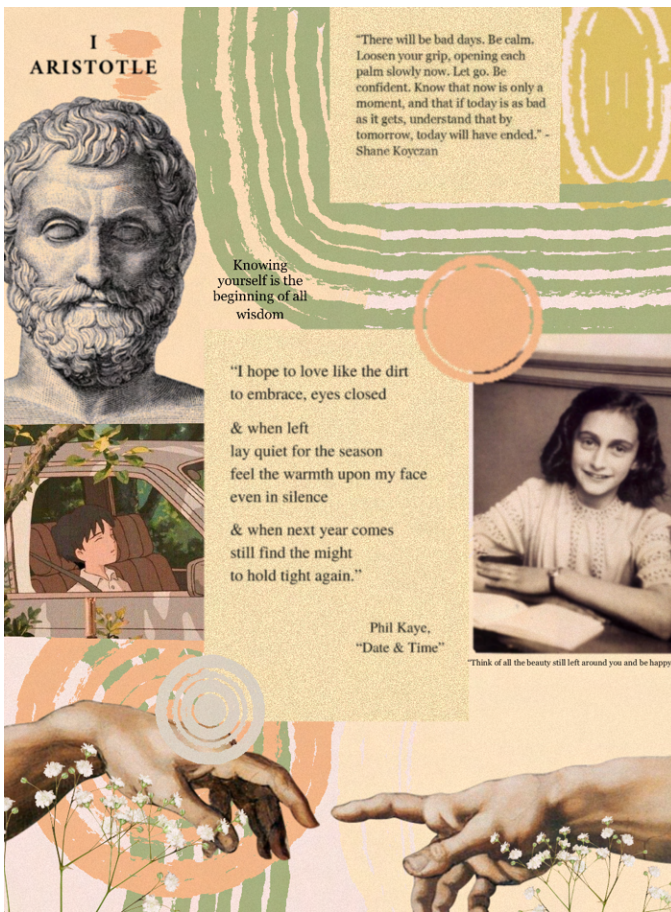
WestCare Nevada



@westcarenevada



@westcarenevada



Pictured above are the collages that St. Paul Catholic School's cohort participants created.

Good Days Ahead

By Mia Madlambayan, *Research Assistant* and Salome Vuki, *Prevention Specialist*

Amidst the Holiday season, **Maolek Na Lina'la (MNL)** or *"Life is Good,"* pushed to organize multiple events for Guam's youth while spreading the philosophy of a "good life" using the Positive Action curriculum.

MNL closed out a cohort with one of **St. Paul Catholic School's** health classes where the participants completed multiple projects that sparked their creativity and sense of self through creating collages, taking photos, and writing a newsletter. MNL also continued their classes with its newly offered Positive Life Academy, an after-school program that doubles as service-learning hours for the **Guam Department of Education's (GDOE)** schools. MNL was also invited to work with the **Guam Football Association (GFA)** and provided a prevention training to the participants from one of their youth sports programs. The youth had the opportunity to learn about self-concept, positive and negative Thoughts-Actions-Feelings (TAF) Circles, and harmful substances and how they affect our bodies. MNL ended the year with the **Guam Police Department's (GPD) Project U** Christmas break program. This eight-day initiative served 15 high school and middle school youth from various schools. MNL prepared the students by emphasizing the importance of abstaining from substance use and focusing on achieving short-term goals that they can accomplish in the new year and long-term goals that they can achieve throughout their lives.

With 2021 concluded, MNL reflects on our accomplishments and the challenges that we have overcome to improve our quality of services. As 2022 begins, MNL has high hopes for how we can continue to serve Guam's youth and wishes everyone a Happy New Year!



WestCare Pacific Islands



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Guara Bi Welcomes Special Guests for the Open House of Their New Project

By Belinda Morales, Program Assistant

Guara Bi was honored to receive a recent visit from our President and CEO, **Mr. Richard Steinberg**, as well as Offshore Administrator, **Ms. Claire Faulkenberry** and Associate Corporate Counsel, **Mr. Austin Yates** – all on behalf of WestCare Foundation. Our staff were grateful for their words of encouragement and support for the work that they do. We were also honored to share with Mr. Steinberg the open house and inauguration of our most recent **Natiao** project, which consists of mobile campers that will provide outreach services to people experiencing homelessness throughout the island. We were also honored to have the presence of the **Mayor of Vega Baja, Marcos Cruz, Mental Services Administration Health and Addiction (ASSMCA) Manager and President of the South-Southeast Puerto Rico Continuum of Care (COC), Ms. Yesenia Mojica**, and Emergency Solutions Grant (ESG) Director from the **Puerto Rico Department of the Family, Ms. Argie Diaz**. “*Natiao*” in our native language means, “Friends” and that is exactly what the staff of Nataio want to be - friends of people in need as we continue to Uplift the Human Spirit!



Guara Bi Celebrates its 14th Anniversary!

By Belinda Morales, Program Assistant

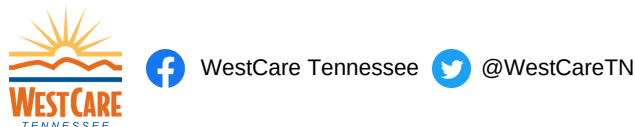
On December 20, **Guara Bi** celebrated its 14th Anniversary since our COO, **Mr. Cristian Duarte**, first decided to follow his dream and genuine desire of helping the homeless of Caguas. Now, 14 years later, this dream has since come true and has expanded to other municipalities and countries in Latin America. We are extremely proud to say today that this dream has been realized, we have achieved so much since our founding, and that we continue to map out additional projects. On our anniversary, our staff shared their experiences throughout this time and were thankful for the opportunities that Guara Bi has given them to make a difference through their work!



Spreading Awareness at the Community Talks Event

By Shandi Hill, Project Director

Our team was proud to attend and conduct outreach at the recent **Community Talks** event at **Cocke County High School's** basketball home game. We had 45 individuals visit our booth and receive information regarding the facts and myths of underage drinking, more than half of which were youth. We also held a prize drawing that evening too with prizes donated by the **Bass Pro Shop** for the event, a \$50.00 gift card and a Bass Pro Shop hoodie. Both winners were students in the Cocke County school system. Congratulations to you both and thank you to Bass Pro Shop as well as everyone who visited our booth!





San Antonio's 35th Annual MLK March and the 10th Annual DreamWeek

By Beverly Watts-Davis, Chief Officer of Resource Development and Program Support and Senior Vice President

San Antonio is home to one of the largest Martin Luther King Jr. (MLK) marches in the country and has grown to an average of over 300,000 participants. On Monday, January 17, San Antonio commemorated the 35th annual MLK March. This march celebrates our nation's collective effort to raise voices in support of civil rights, voting rights, and human rights.

Another way in which we are honoring the spirit of this March is through **DreamWeek**. Planted in San Antonio, a city that thrives in its diversity, DreamWeek aims to bring people, their unique ideas, and their myriad of voices to the forefront of a city-wide summit from January 13th through the 30th. Ideas become most powerful when they are advanced through the interaction of individuals and communities and propel towards a greater awareness of the issues that touch us all. Inspired by Dr. Martin Luther King Jr. and his legacy of civil rights reform, the mission of DreamWeek is to lay the foundations of tolerance

equality, and diversity to create a platform where people across cultures and communities can discuss and exchange ideas - fostering enlightenment for the greater human experience.

In the spirit of DreamWeek, **WestCare Texas** continues to bridge the gaps of inequality, connectivity, civic responsibility, and community engagement. In fact, WestCare engages in service for two weeks to honor the life and work of Dr. Martin Luther King Jr. and is hosting six DreamWeek events to strengthen communities, bridge barriers, address social problems, and move us closer to healthier, safer, and more resilient neighborhoods. These events include a webinar with the **Alamo Drug Awareness and Prevention Team** on Law Enforcement and Trauma. Supporting the spaces in which we live to be healthy and safe will be the topic of discussion for the Neighborhood Talk - Healthy Neighborhoods ABCD Workshop.

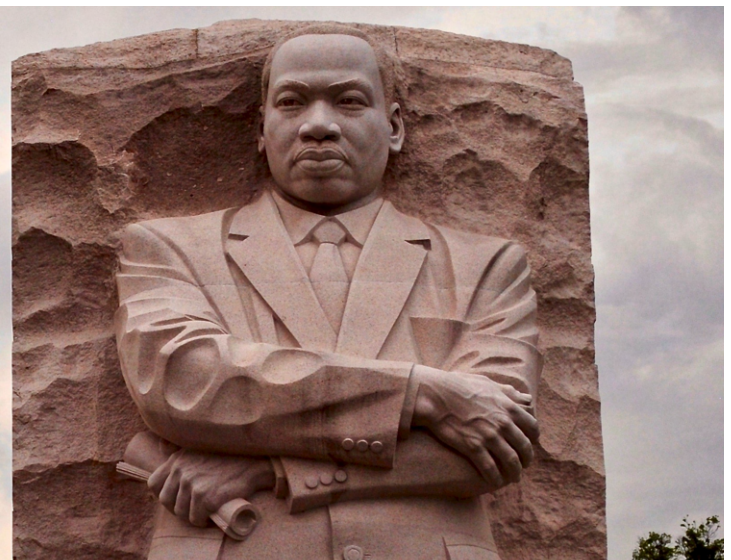
Strengthening our faith-based communities and their response to addressing mental health is the objective of the Bridges to Care training and the panel on Mental Health Matters: A Faith-Based Perspective. To improve community relations with law enforcement, WestCare is sponsoring Walk a Mile in My Shoes, a role-reversal training designed to help officers and communities understand each other's perspectives and see each other as human beings. These events focus on bringing our community together to solve problems and improve our community through collective wisdom, tolerance, and determination for a brighter future. For more information, please visit www.dreamweek.org.

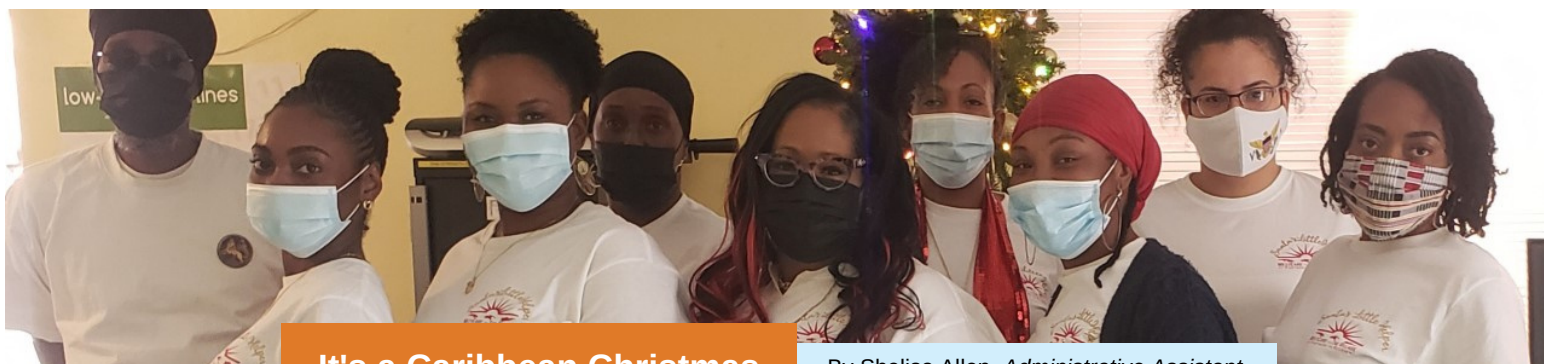
More than 50 years after his passing, the Reverend Martin Luther King Jr.'s legacy, words, and activism remain a beacon of hope!



WestCare Texas

**FAITH
IS TAKING THE
FIRST STEP
EVEN WHEN YOU CAN'T SEE
THE STAIRCASE**





It's a Caribbean Christmas

By Shelisa Allen, *Administrative Assistant*

In the **Virgin Islands**, we ended 2021 with a bang! Regional Director, Marsha Taylor, hosted our annual Christmas party to welcome new staff to our ever-growing family and thank our employees for their continued hard work. To top off the Christmas season, we celebrated our clients and their families with our annual Christmas program that was hosted by our Treatment Director, Petra Auguste. In an intimate gathering, clients expressed their gratitude for the treatment services provided, spread the holiday joy by singing Christmas carols, and feasted on an untraditional meal of vegetable lo mein, fried rice, and a range of side dishes. As a staff, we indulged in the tradition of sharing gifts presented by our Secret Santas. We added our very own personal touch as "Santa's Little Helpers," which added a bit of our personality/character that we are known for around the office. Joined in unity, the VI team continues to Uplift the Human Spirit this holiday season!



The Village - VI Partners in Recovery Inc / WestCare



The Impact of Reliable Social Connectivity on Rural Veterans

By Donald Lachman, *Special Projects Coordinator*, and Andrea Talmadge, *Regional Coordinator*

Research, as well as experience, demonstrates that many rural Veterans are eligible, but do not obtain life-transforming Veterans Administration (VA) pensions, benefits, and services. This is often related to a lack of information and expertise required to develop a successful claim to the VA. Additionally, many of these same Veterans are unaware of valuable local resources available to assist aging, disabled and modest-income community members improve the quality of their life. Contributing to this situation is a growing loss of internet and community connectivity by many aging and disabled Veterans.

Beginning in January 2022, **WestCare Washington/WAServes**, the **American Legion**, and **Timberland Regional Library** will roll out the second **Veterans Connection Café (VCC)** program. Hosted at the Westport Timberland Library in rural Grays Harbor County, it will offer remote bi-weekly access to coordinated Veterans' benefits services and host special presentations

on select topics of interest identified by the local community.

The program will also promote improved internet connectivity and use among rural Veterans. Organized under a collaboration with Comcast, it will enhance personal connectivity by offering participants new laptops at no cost to them, low or no cost high-speed internet access, one-on-one individual coaching, and coordinated case management from WestCare.

The COVID-19 pandemic has highlighted our need for reliable internet access and proper hardware. The experience one has with this essential connection is also influenced by an individual's technical skills, health, and limitations. We are currently witnessing a movement that has been accelerated by the pandemic where many traditional activities of daily living are now initiated or conducted through the internet.

As this movement continues to expand, many aging and disabled Veterans are at risk of being left behind. This directly impacts their access to services and increases the likelihood of social isolation - which is a deadly combination. Research demonstrates that experiencing significant social isolation is among the greatest predictors of depression and early death.

WestCare Washington is committed to organizing community partnerships and resources required to reduce this preventable condition increasingly experienced by rural aging and disabled Veterans. We are excited to continue this partnership to ensure the continued health, well-being, and dignity of the Veterans that we serve!



Grants & Resource Development



Welcome, Linda Yates

By Lisa Jackson, *Interim VP of Grants*

The grants department is pleased to welcome **Linda Yates** into her new position as a Grants Development Officer. Linda comes to the WestCare Foundation after holding numerous grant and resource development positions in Missouri and Illinois, most recently as the Director of Fund Development with a Girl Scout council in Southern Illinois.

Linda has worked in the non-profit sector since 1996 after graduating from Kansas State University with a Bachelor's Degree in Human Ecology/Mass Communication. In 2002, she received her Master of Public Administration Degree from the University of Nebraska-Omaha with an emphasis in non-profit management. She has also spent time in the classroom having taught mass communication and fundraising at numerous universities in Kansas, Missouri, and Nebraska. With more than 25 years of experience in the non-profit sector and more than \$23 million successfully secured for organizations and municipalities throughout the United States, Linda will fulfill the grant development needs of WestCare's Kentucky, Tennessee, and Ohio affiliates.

Linda is a member of the Grant Professionals Association and will soon recertify as a Certified Grants Professional (GPC) with the Association. Linda is also currently studying Lean Six Sigma methodologies and has an interest in receiving her certification in project management.

When she is not successfully developing grants, Linda is the proud mother of a nearly 10-year-old son and proud wife to a soon-to-be recipient of a Doctor of Education (EdD) degree! She loves anything to do with sewing and quilting, is a dedicated fan of sci-fi and all things Star Trek, and is currently obsessed with "Outlander," "A Discovery of Witches," and her Cricut machine.

Welcome to the family, Linda!

50 time-saving keyboard shortcuts in Excel for Windows



Frequently used shortcuts



Close a spreadsheet.	Ctrl + W	Undo.	Ctrl + Z
Open a spreadsheet.	Ctrl + O	Cut.	Ctrl + X
Save a spreadsheet.	Ctrl + S	Delete column.	Alt + H, D, then C
Copy.	Ctrl + C	Go to Formula tab.	Alt + M
Paste.	Ctrl + V	Go to Home tab.	Alt + H

Navigate in cells



Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl + Shift + End
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl + End	Move one screen up in a worksheet.	Page Up
Move to the beginning of a worksheet.	Ctrl + Home	Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl + Page Down	Move one screen to the right in a worksheet.	Alt + Page Down
Move to the previous sheet in a workbook.	Ctrl + Page Up	Move one screen to the left in a worksheet.	Alt + Page Up
Move to the edge of the current data region in a worksheet.	Ctrl + Arrow Key	Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift + Tab

Format in cells



Format a cell by opening the Format Cells dialog box.	Ctrl + 1	Edit the active cell and put the insertion point at the end of its contents.	F2
Add or edit a cell Note.	Shift + F2	Open the Insert dialog box to insert blank cells.	Ctrl + Shift + Plus (+)
Display the Create Table dialog box.	Ctrl + L or Ctrl + T	Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current time.	Ctrl + Shift + Colon (:)	Enter the current date.	Ctrl + Semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Grave accent (`)	Open the Paste Special dialog box.	Ctrl + Alt + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl + R
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)	Apply the Scientific number format with two decimal places.	Ctrl + Shift + Caret (^)
Apply the Date format with the day, month, and year.	Ctrl + Shift + Number sign (#)	Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + At sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Exclamation point (!)	Create or edit a hyperlink.	Ctrl + K
Check spelling in the active worksheet or selected range.	F7	Display the Quick Analysis options for selected cells that contain data.	Ctrl + Q

Make selections and perform actions

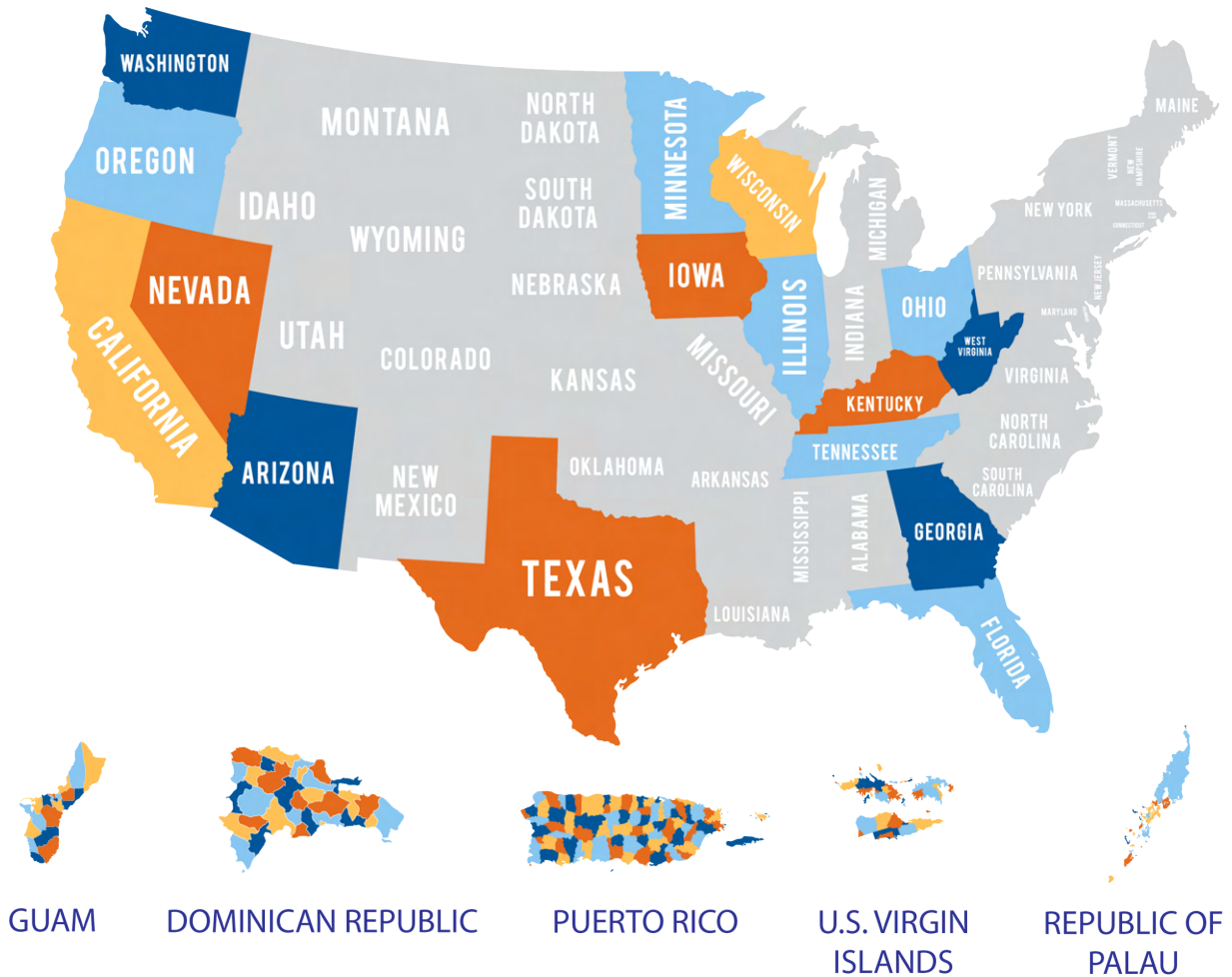


Select the entire worksheet.	Ctrl + A or Ctrl + Shift + Spacebar	Extend the selection of cells by one cell.	Shift + Arrow Key
Start a new line in the same cell.	Alt + Enter	Fill the selected cell range with the current entry.	Ctrl + Enter
Select an entire column in a worksheet.	Ctrl + Spacebar	Select an entire row in a worksheet.	Shift + Spacebar
Repeat the last command or action.	Ctrl + Y	Undo the last action.	Ctrl + Z

Uplifting the Human Spirit since 1973

WestCare, a family of tax-exempt nonprofit organizations founded in 1973, provides a wide spectrum of behavioral health and human services in both residential and outpatient environments. Our service domains include Treatment and Rehabilitation, Mental Health, Veterans Services, Criminal Justice, Housing Opportunities, Education, Prevention, and support for those fleeing Domestic Violence. These services are available to adults, children, adolescents, and families. We specialize in helping people traditionally considered difficult to treat, such as those who are indigent, have multiple disorders, or are involved with the criminal justice system.

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