

NSWALC Training Newsletter

Issue 1, June 2010

Talent wins games, but team work and intelligence wins championships

---Michael Jordan

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Please give us your feedback and suggestions to:

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Or

Email: nsutraining@alc.org.au

Welcome to the First Issue of NTN!!

Welcome to the first edition of the NSWALC Training and Development newsletter. Our main objective in producing this resource initially on a monthly basis, is to improve communication about "all things training" at all levels of the organisation. Eventually we would like the newsletter to not only inform everyone about training activities taking place across NSWALC and the Network, but that in time the newsletter would also become a useful learning resource as well.

NTN is designed to

- ❖ Update NSWALC staff on any current Training & Development initiatives.
- ❖ Inform Councillors, Executive and Staff of the upcoming training opportunities
- ❖ Provide tips for MS 2007 applications
- ❖ Give an opportunity for NSWALC staff to interact with T & D via Q & A

We hope you enjoy.....

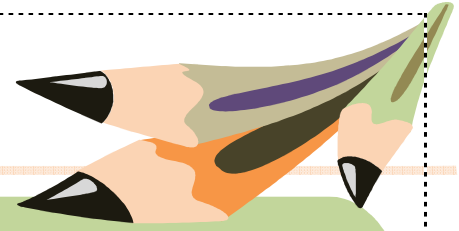


Wayne Munster,

Director Training & Development

Development Unit





Current Projects

Training & Development Team is currently involved in the following projects:

- Mandatory Governance Training for LALCs - Ongoing
- Occupational Health & Safety Workshops for LALCs – facilitated by ATC & ETC (Round Two Workshops commencing shortly)
- Grants Funding Strategy Workshop for LALCs – facilitated by Our Community (concludes in June 2010)
- Graduate Certificate Program for LALC CEOs – run by University of Newcastle (launched on 19th May 2010)
- Certificate IV Courses for NSWALC Staff via the Traineeship Program funded by the Government.
- Training Plans for Advisory Committee meetings (first workshop on 1st and 2nd July 2010)

Microsoft Word 2007 vs Microsoft 2003

Some basic differences between the two versions of MS Word are included in this News Letter (on the following pages).



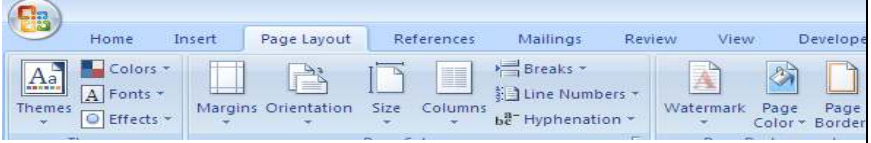

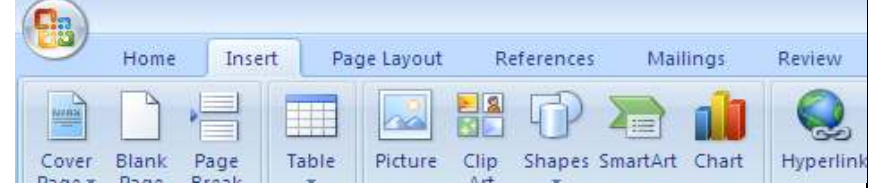

We endeavour to, via regular updates on this Newsletter, provide some tips for using MS 2007 applications.

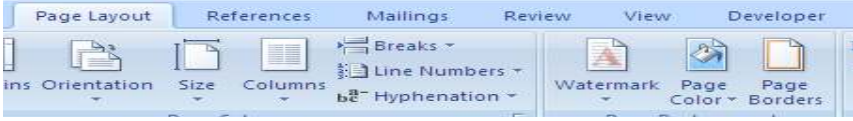
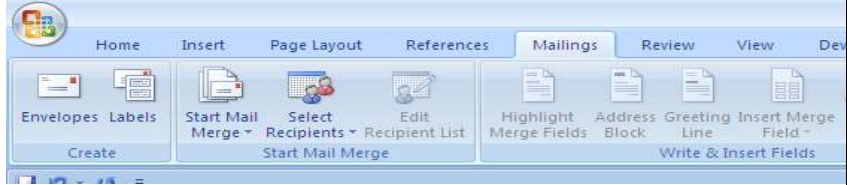

Please feel free to ask questions and/or make suggestions that can be shared with others.

Have you got any questions? Please email nsutrainig@alc.org.au

We will try to help as best as we can.



MS 2003	MS 2007
<p>File – Open File – Save File – Save as etc</p>	 Office Button replaces the Menu for opening, saving, printing, etc.
<p>File – Print Preview</p>	 Click the Microsoft Office Button, point to the arrow next to Print, and then click Print Preview.
<p>File – Page Set up (eg. Margins)</p>	 <p>Page Layout Tab has the features.</p>
<p>Edit – Copy Edit – Select all Edit - Find</p>	 <p>Home Tab has these features</p>
<p>Insert - Break, Page Break etc.</p> <p>Insert – picture, clipart</p>	 <p>While you can insert page break via Insert tab, you can add section break, column break etc. via Page Layout tab</p> <p>Insert tab has several options to do this.</p>
<p>View– Header and Footer</p>	 <p>Insert tab has these features</p>

MS 2003	MS 2007
<p>Format – Page Set up – Page Bordering etc.</p>	 <p>Page Layout Tab has the features</p>
<p>Tools – Mail merge</p>	 <p>Mailings Tab has the features</p>
<p>Table</p>	<p>Insert tab has these features</p>
<p>Toggle between two windows (to view open documents) Window – Choose file</p>	 <p>View tab has these features</p>
<p>Help Button on the Tool Bar</p>	<p>Press F1 to go to Help</p>