

NSWALC Training Newsletter

By learning you'll teach and by
teaching you'll learn

--Latin Proverb

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Please give us your feedback and
suggestions to:

Padma Bharadwaj (02) 9689 4420

Or

Email: nsutraining@alc.org.au

Hope you liked the first Issue
of NTN that was circulated last
month.

Thank you for all those who
provided feedback on Issue 1.

Issue 2 comes to you with the
same zeal and zest from T & D.

Happy reading.....



Wayne Munster,
Director Training & Development

Training & Development Unit





Advisory Committee Meeting

- Training & Development Unit provided support to the Operational Policy Unit during the first Elders (EAC) and Youth Advisory Committee (YAC) Meeting, held at Shalom College, Sydney on 1st and 2nd July 2010.
- This historic first meeting of EAC and YAC conducted after its inception in December 2009, arising out of the 2009 State Conference.
- 18 committee members from various regions LALCs attended the meeting that was facilitated by

Upcoming Training Activities

- Mentoring stage of the Workcover OHS Program – participating LALCs supported in the development of OHS policies.
- Ongoing mentoring and support provided to LALCs who participated in the Grants Funding Strategy Program delivered recently.
- Governance training delivered to several LALCs by T & D Unit and Zone staff.
- Advanced Diploma in Management Workshops

MS Excel Tips

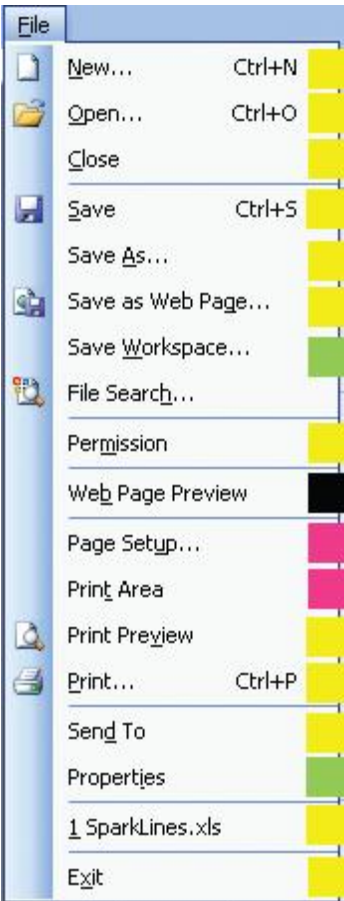
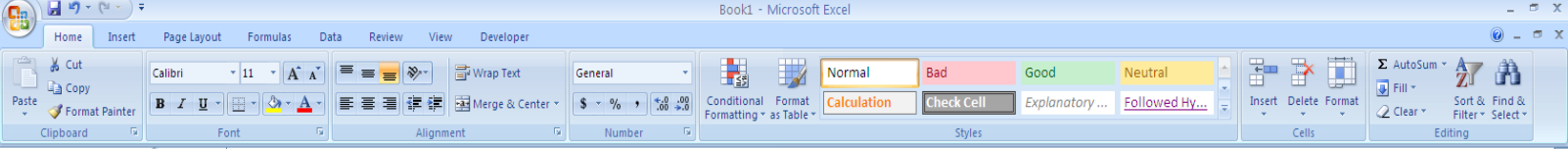

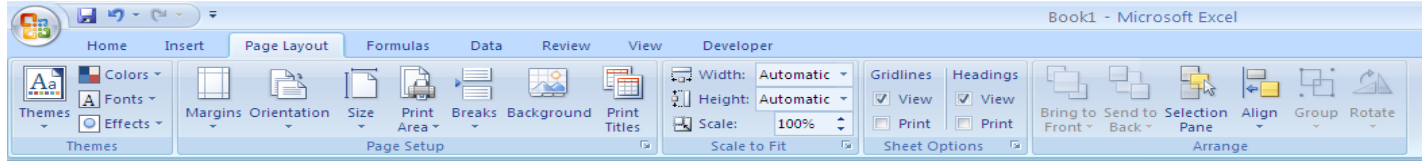
Some basic differences between the two versions of MS Word was included in the last issue.

This issue provides similar information with regard to MS Excel (on the following pages). Please note there are several features which may not be able to be included in our “Help Sheets”. If you have any specific query, please let us know. The answer will be provided to you and/or will be included in the next Newsletter

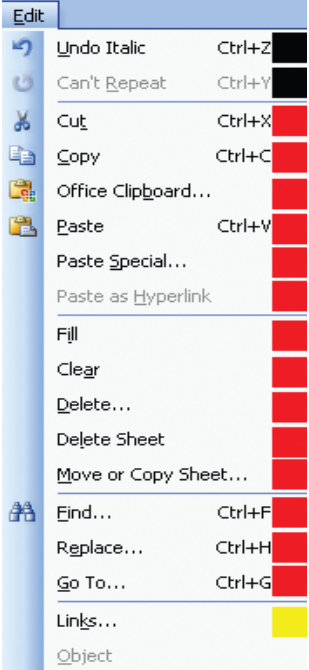
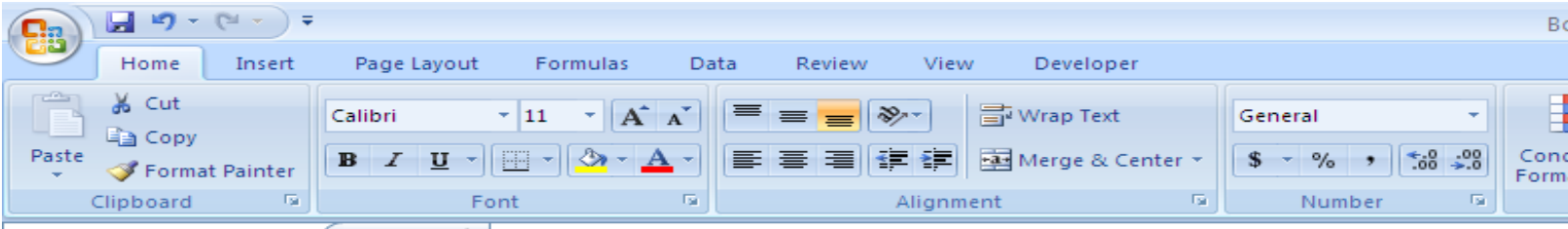
Please feel free to ask questions and/or make suggestions that can be shared with others.

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

EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>The File menu in Excel 2003 is a vertical list of options. Key items include: New... (Ctrl+N), Open... (Ctrl+O), Close, Save (Ctrl+S), Save As..., Save as Web Page..., Save Workspace..., File Search..., Permission, Web Page Preview, Page Setup..., Print Area, Print Preview, Print... (Ctrl+P), Send To, Properties, SparkLines.xls, and Exit.</p>	 <p>HOME TAB</p>  <p>OFFICE BUTTON replaces the Menu for OPEN, CLOSE, SAVE, SAVE AS, PRINT, PRINT PREVIEW</p> <p>In addition, this also has new features (eg. Restriction access, etc.)</p>  <p>PAGE LAYOUT TAB</p> <ul style="list-style-type: none">PAGE SET UP, PRINT AREA. MARGINS

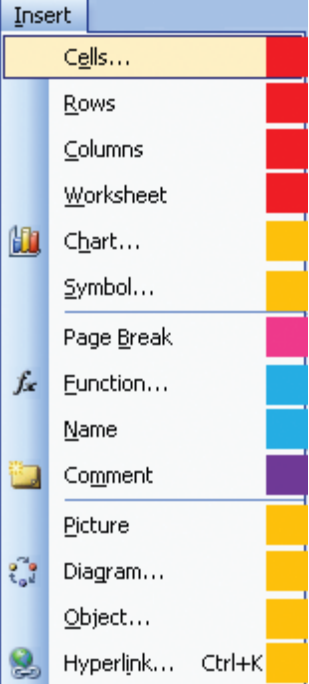
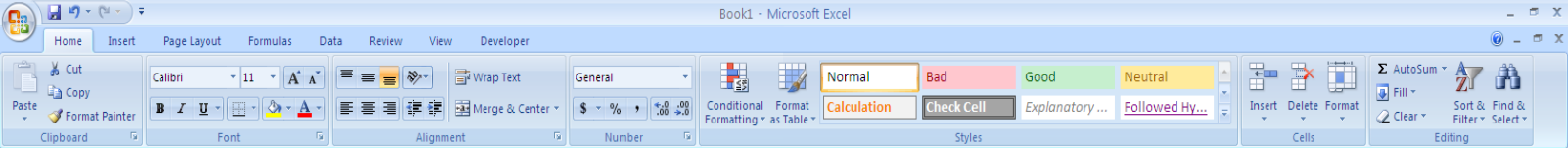
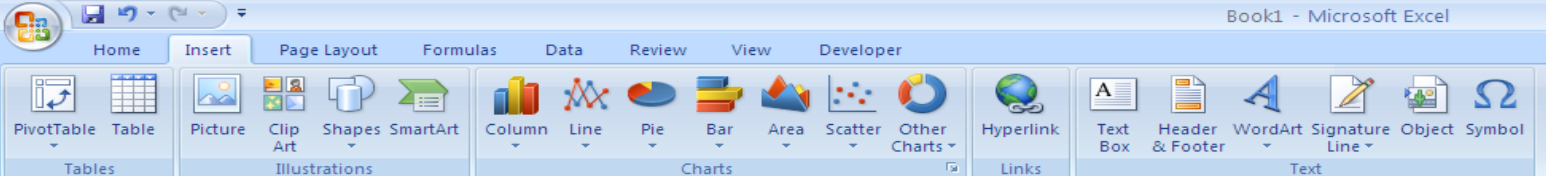
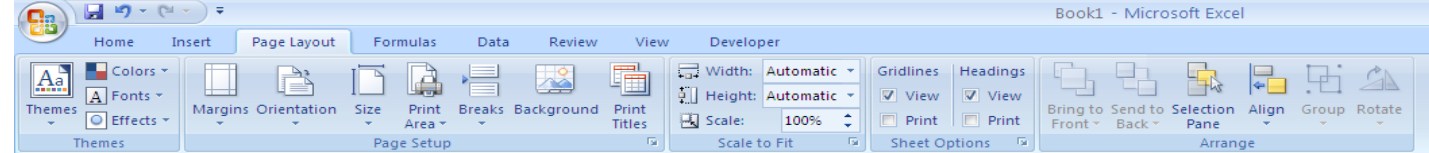
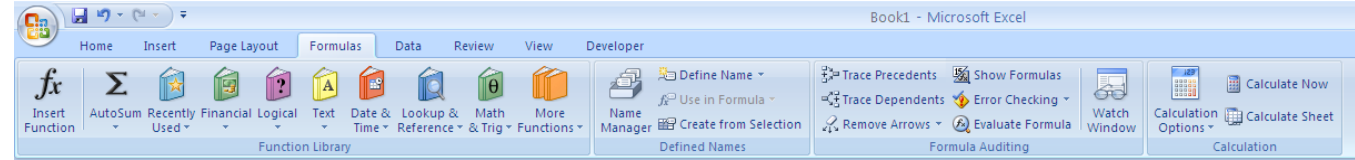
EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>The image shows the 'Edit' menu from Microsoft Excel 2003. The menu items are: Undo Italic (Ctrl+Z), Can't Repeat (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Office Clipboard..., Paste (Ctrl+V), Paste Special..., Paste as Hyperlink, Fill, Clear, Delete..., Delete Sheet, Move or Copy Sheet..., Find... (Ctrl+F), Replace... (Ctrl+H), Go To... (Ctrl+G), Links..., and Object. Red vertical bars are placed to the right of the menu items to indicate their corresponding features in the Excel 2007 ribbon.</p>	 <p>The image shows the ribbon interface of Microsoft Excel 2007. The 'Home' tab is selected, showing groups for Clipboard, Font, Alignment, and Number. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The ribbon groups contain various icons for editing, formatting, and data manipulation.</p> <p>HOME tab has the features of</p> <ul style="list-style-type: none">• COPY• PASTE• PASTE SPECIAL• DELETE• FIND, REPLACE• Select, Find and Replace• Go to – Press F5

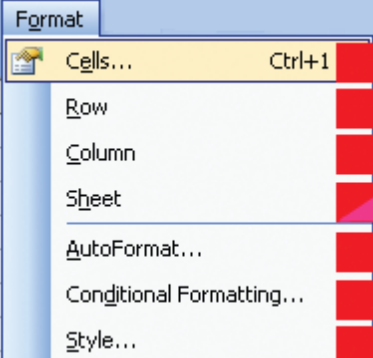
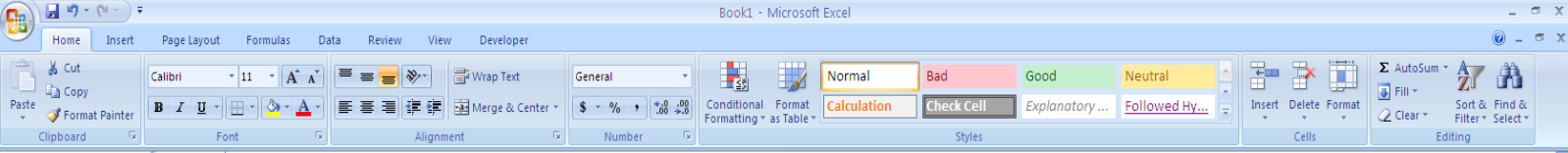
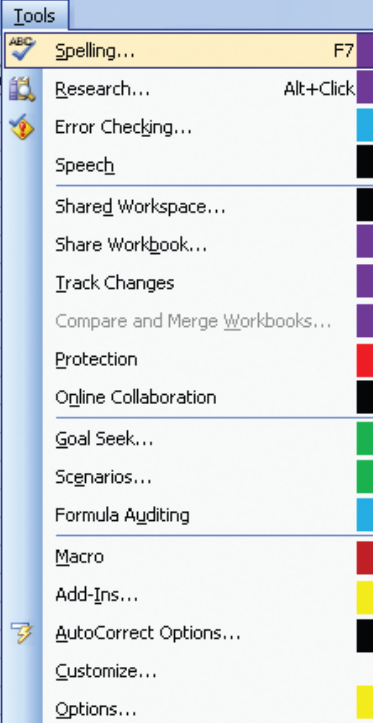
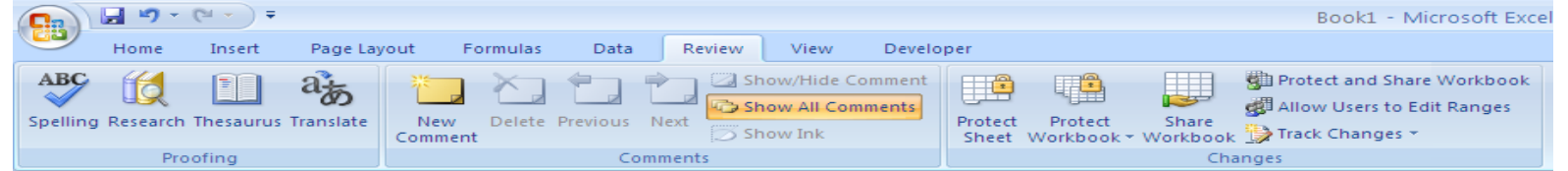
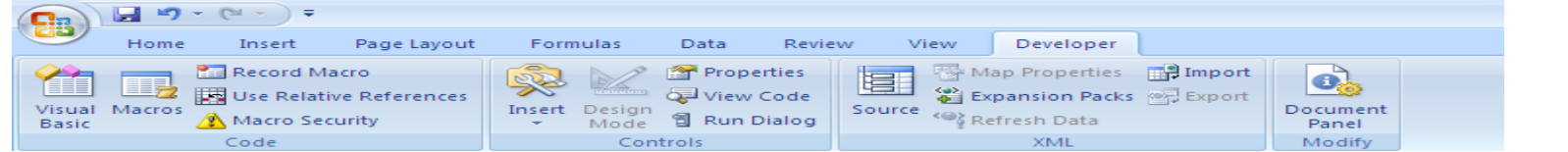
EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
	<p>VIEW tab has the features of showing various Views</p> <p>OFFICE BUTTON Tool bars – Customize Toolbars Click Office Button, then Excel Options to get to this</p>
	<p>INSERT tab This has the Header and Footer Option</p>
	<p>REVIEW tab – for inserting Comment</p>

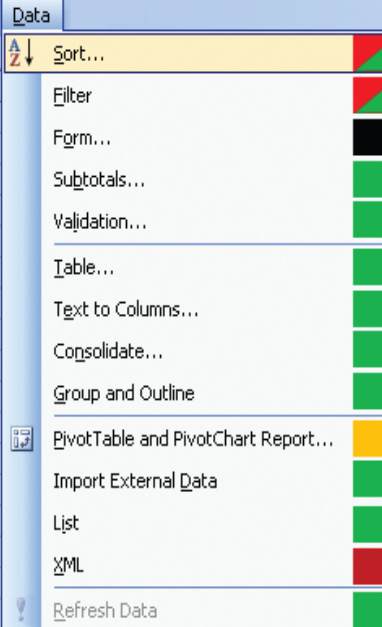
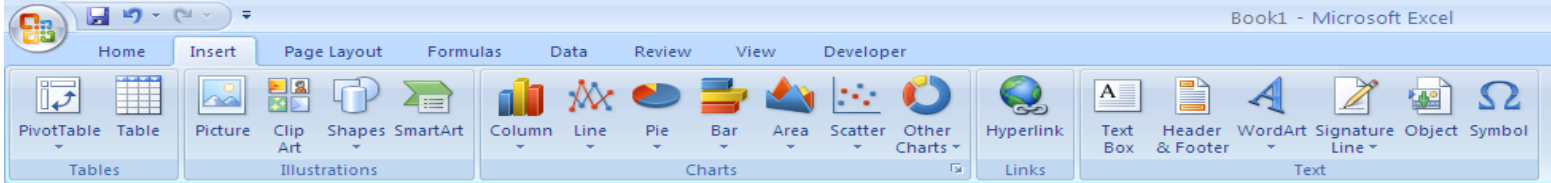
EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>The Excel 2003 Insert menu is shown as a vertical list of options. The 'Cells...' option is highlighted at the top. Other options include Rows, Columns, Worksheet, Chart..., Symbol..., Page Break, Function..., Name, Comment, Picture, Diagram..., Object..., and Hyperlink... (with Ctrl+K shortcut).</p>	 <p>The Excel 2007 Home ribbon is shown. It contains groups for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The ribbon title is 'Book1 - Microsoft Excel'.</p>
	<p>HOME tab has the features of inserting ROWS, COLUMNS, WORKSHEET</p>  <p>The Excel 2007 Insert ribbon is shown. It contains groups for Tables, Illustrations, Charts, Links, and Text. The ribbon title is 'Book1 - Microsoft Excel'.</p>
	<p>Use INSERT tab to Insert CHART, PICTURE, DIAGRAM, OBJECT, HYPERLINK</p>  <p>The Excel 2007 Page Layout ribbon is shown. It contains groups for Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange. The ribbon title is 'Book1 - Microsoft Excel'.</p>
	<p>Use PAGE LAYOUT tab to insert PAGE BREAK</p>  <p>The Excel 2007 Formulas ribbon is shown. It contains groups for Function Library, Defined Names, Formula Auditing, and Calculation. The ribbon title is 'Book1 - Microsoft Excel'.</p>
	<p>FORMULA tab has the Function feature as well as other mathematical features.</p>

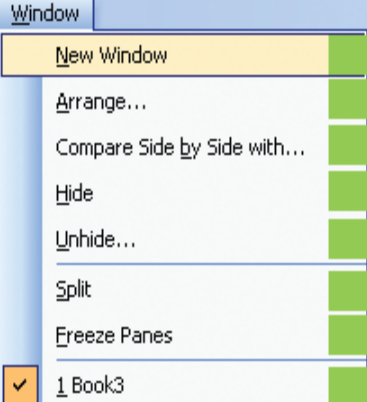
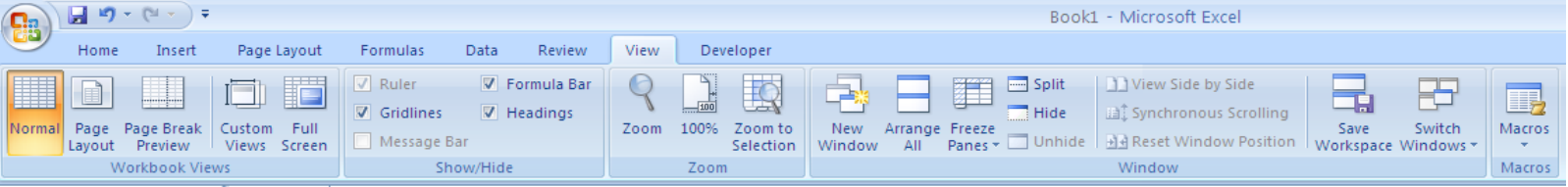
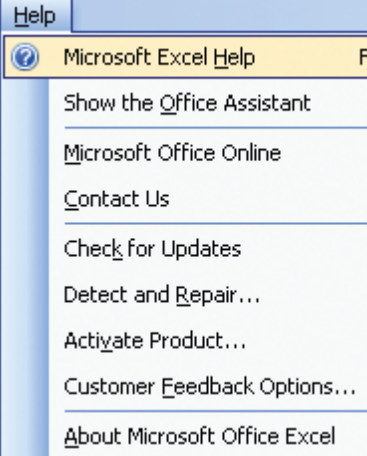
EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>Format</p> <ul style="list-style-type: none"> Cells... Ctrl+1 Row Column Sheet AutoFormat... Conditional Formatting... Style... 	 <p>Book1 - Microsoft Excel</p> <p>Home Insert Page Layout Formulas Data Review View Developer</p> <p>Cut Copy Paste Format Painter Clipboard</p> <p>Calibri 11 Font</p> <p>Wrap Text Merge & Center Alignment</p> <p>General Number</p> <p>Normal Bad Good Neutral Calculation Check Cell Explanatory... Followed Hy... Styles</p> <p>Insert Delete Format Cells</p> <p>AutoSum Fill Clear Sort & Find & Filter Select Editing</p> <p>HOME tab has the features of FORMAT, AUTOFORMAT AND CONDITIONAL FORMATTING</p>
 <p>Tools</p> <ul style="list-style-type: none"> Spelling... F7 Research... Alt+Click Error Checking... Speech Shared Workspace... Share Workbook... Track Changes Compare and Merge Workbooks... Protection Online Collaboration Goal Seek... Scenarios... Formula Auditing Macro Add-Ins... AutoCorrect Options... Customize... Options... 	 <p>Book1 - Microsoft Excel</p> <p>Home Insert Page Layout Formulas Data Review View Developer</p> <p>Spelling Research Thesaurus Translate Proofing</p> <p>New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Comments</p> <p>Protect Sheet Protect Workbook Share Workbook Track Changes Protection Changes</p> <p>REVIEW tab has the features of SPELLING, RESEARCH, TRACK CHANGES, PROTECTION</p>  <p>Home Insert Page Layout Formulas Data Review View Developer</p> <p>Visual Basic Macros Record Macro Use Relative References Macro Security Code</p> <p>Insert Design Mode Controls Properties View Code Run Dialog</p> <p>Source Map Properties Expansion Packs Refresh Data XML Import Export Document Panel Modify</p> <p>Use DEVELOPER tab to work with Macros.</p>

EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>The Excel 2003 Data menu is shown as a vertical list of options. The 'Sort...' option is highlighted at the top. Other options include Filter, Form..., Subtotals..., Validation..., Table..., Text to Columns..., Consolidate..., Group and Outline, PivotTable and PivotChart Report..., Import External Data, List, XML, and Refresh Data.</p>	<p data-bbox="600 478 981 510">DATA tab has the features of</p> <ul data-bbox="645 558 940 742" style="list-style-type: none">• FILTER• VALIDATION• TEXT TO COLUMNS• CONSOLIDATE• GROUP/UNGROUP  <p>The Excel 2007 Data ribbon is shown with various tool groups. The 'Data Tools' group includes Text to Columns, Remove Duplicates, Data Validation, Consolidate, and What-If Analysis. The 'Outline' group includes Group, Ungroup, and Subtotal. Other groups include Connections, Sort & Filter, and Tables.</p>
	<p data-bbox="600 997 1131 1029">To insert Pivot Table, use the INSERT tab</p>

EXCEL 2003 vs EXCEL 2007 – Comparison at a Glance

Excel 2003	Excel 2007
 <p>The screenshot shows the 'Window' menu in Excel 2003. The menu items are: New Window, Arrange..., Compare Side by Side with..., Hide, Unhide..., Split, Freeze Panes, and 1 Book3 (checked).</p>	 <p>The screenshot shows the 'View' tab in the Excel 2007 ribbon. It includes groups for Workbook Views (Normal, Page Layout, Page Break Preview, Custom Views, Full Screen), Show/Hide (Ruler, Gridlines, Message Bar, Formula Bar, Headings), Zoom (Zoom, 100%, Zoom to Selection), and Window (New Window, Arrange All, Freeze Panes, Hide, Unhide, View Side by Side, Synchronous Scrolling, Reset Window Position, Save Workspace, Switch Windows, Macros).</p> <p>VIEW tab has the features pertaining to ARRANGING WINDOWS, HIDE, UNHIDE, SPLIT</p>
 <p>The screenshot shows the 'Help' menu in Excel 2003. The menu items are: Microsoft Excel Help (F1), Show the Office Assistant, Microsoft Office Online, Contact Us, Check for Updates, Detect and Repair..., Activate Product..., Customer Feedback Options..., and About Microsoft Office Excel.</p>	<p>Use F1 Key to activate Help feature</p>