

A nation's culture resides in the hearts and in the soul of its people.

Mohandas Gandhi

## Inside This Issue

1. Message from T & D
2. Training & Development Activities Update
3. Microsoft Excel Tips

Please give us your feedback and suggestions to:

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Or

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**5<sup>th</sup> Issue of Newsletter is here!**

**This issue contains important information on the School for Social Entrepreneurs, a great concept and opportunity for community members who have a good entrepreneurial idea but no formal business experience.**

**Happy reading.....**

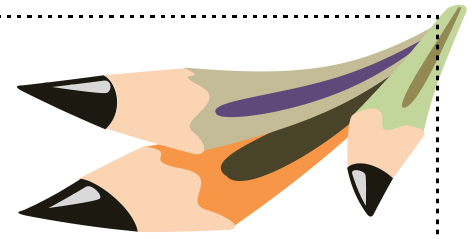


**Wayne Munster,**

**Director Training & Development**

**Training & Development Unit**





## T & D Activities Update

### **Cultural Awareness Training — 1<sup>st</sup> Session — 13<sup>th</sup> and 14<sup>th</sup> October 2010**

Fist session of the Cultural Awareness Training was held on 13<sup>th</sup>/14<sup>th</sup> October 2010

#### **13<sup>th</sup> October 2010**

This was a ½ day Training Session facilitated by Wayne Munster, Training & Development. A brief introduction to Cultural awareness was followed by a simulation exercise aimed at building awareness of how cultural differences can impact people in an organisation and motivate participants to rethink their behavior and attitude towards others.



#### **14<sup>th</sup> October 2010**

One day trip to Wollombi. The day was facilitated by Uncle Paul Gordon of Ngurru Bu Aboriginal Corporation.



Commenced with traditional smoking ceremony and class room briefing followed by visits to art & ceremony sites.



**November Session is scheduled for 15/16<sup>th</sup> and there are a very few places left. So, be quick lest you'll be disappointed.**



## **Update on 3<sup>rd</sup> and Final Round of OH & S Workshops**

**3<sup>rd</sup> and final round of Workshops have commenced and Australian Training Company (ATC) and Enterprise & Training Company (ETC) are facilitating seminars. Seminars have been held in Armidale, Casino, Coffs Harbour, Sydney and Wagga Wagga. Seminars scheduled for Dubbo, Broken Hill and Batemans will be held between now and early November. It is encouraging to note that LALCs participating in the Seminars are in the process of establishing an OH & S policy framework within their LALCs.**

## **Mandatory Governance Training**

**Governance Training workshops are continuing to be held in various regional locations, facilitated by T & D and Zone staff. November/December workshops are planned to be held in Balranald, Brewarrina, Dubbo, Menindee, Moree, Murrumbidgee, Narrabri, Wellington and Warren Macquarie. It is good to note some Board members have also taken the initiative to do on-line Governance training with the help of their respective CEOs.**

## **School for Social Entrepreneurs**

**The School for Social Entrepreneurs runs learning programs in Sydney and Melbourne for entrepreneurial individuals with ideas or businesses that have a community benefit. Their programs are non-academic and based on a 'learning by doing' approach. Students gain practical business and life skills over the 9-month program that they can apply directly to their ventures. The program includes group study sessions, one-to-one tutorials, mentoring sessions, project visits and a 3-day residential.**

**For details, please contact the Program Team:**

**Sydney: Janine Moodley**

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**Tel: 02 9687 0346**

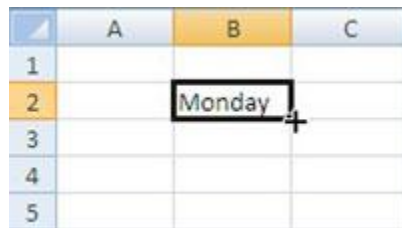
# Microsoft Excel Tips

Use the [AutoFill](#) feature in Microsoft Office Excel 2007 to quickly create a series of entries based on the data you enter in one or two [cells](#). Excel 2007's AutoFill works with days of the week, months of the year, and yearly quarters. If you want to use AutoFill for a series of numbers, enter two values in two adjacent cells, select both cells, and then use the AutoFill handle to drag through the remaining cells you want to fill. Excel continues the series.

## 1

**Type the first cell entry that is part of a series, such as Monday or August, and press Enter.**

You can enter the entire word, or you can enter the abbreviated form (such as **Mon** or **Aug**).



	A	B	C
1			
2		Monday	
3			
4			
5			

[Enlarge](#)

## 2

**Select the cell and position the mouse pointer on the small black box at the lower-right corner of the cell.**

The small black box is called the AutoFill handle. When you point to this handle, the mouse pointer turns into a small black cross.

## 3

**Drag the AutoFill handle across the cells you want to fill.**

You can drag up, down, left, or right, through adjacent cells.

## 4

**Release the mouse button.**

Excel fills in the selected cells with a continuation of your data, such as the days of the week.

You can create a custom AutoFill series of names or locations that you use frequently and then use AutoFill to fill in the names for you in a [workbook](#). Click the Office button and click Excel Options. Click the Popular [tab](#) and then click the Edit Custom Lists button. Click Add, type the items in the List Entries box, and then click OK two times to close both [dialog boxes](#).

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# Insert Symbols and Special Characters in Excel 2007

Excel 2007 makes it easy to enter symbols, such as foreign currency indicators, as well as special characters, like trademark and copyright symbols, into Excel's [cells](#). These symbols are available in the Symbol [dialog box](#).

To add a special symbol or character to a cell entry you're making or editing, follow these steps:



[Enlarge](#)

**1**

**Click the Insert [tab](#) and then click the Symbol button in the Text [group](#).**

The Symbol dialog box appears. The Symbol dialog box contains two tabs: Symbols and Special Characters.

**2**

**(Optional) Click the Font drop-down list button and select a different font.**

Check out the Wingdings fonts to see a wide variety of symbols that you won't find with most other common fonts.

### 3

**(Optional) Click the Subset drop-down list button and select the desired character set.**

These subsets include foreign alphabets, accented characters, and mathematical operators.

### 4

**Select the desired symbol on the Symbols tab; or click the Special Characters tab and select the desired character.**

Notice that the most recently used symbols appear near the bottom of the Symbols tab.

### 5

**Click Insert to insert the symbol or character.**

The Symbol dialog box stays open, so you can insert a string of special characters without having to re-open the dialog box for each one. Repeat steps 2 through 5 for each character or symbol you want to insert.

### 6

**Click Close when you're done adding symbols and special characters.**

The inserted symbols or characters appear in the [worksheet](#).

**Ref:** (<http://www.dummies.com/>)