



New South Wales
Aboriginal Land Council

NSWALC Training Newsletter

Issue 6, November 2010

The joy of brightening other lives, bearing each others' burdens, easing other's loads and supplanting empty hearts and lives with generous gifts becomes for us the magic of Christmas.
- WC Jones

MESSAGE FROM T&D

WAYNE MUNSTER expresses his thanks for a great year.



- see page 1

ACTIVITIES UPDATES

ICAC presents yearly outreach program to understand topics like corruption protection and fact finding.

- see page 2.

MICROSOFT WORD

HOW do you use Mail Merge 2007?
- see page 4.



Message from the Director

T & D would like to thank the Media and Marketing Unit for their design work for this newsletter.

This will be the last issue for the calendar year.

It has been a busy year in respect of staff training with several Certificate courses continuing on into 2011.

Padma and I would like to express our thanks and appreciation to the Councillors and NSWALC Senior Executive for providing such a supportive environment for a high level of staff training to take place in and to staff themselves for their enthusiastic and positive participation in the programs we have run this year.

We look forward to continuing the Training & Development journey together in 2011.

Wayne Munster

Director, Training and Development



Exciting CEO training program

NSWALC has partnered with the University of Newcastle to offer an exciting training program for LALC CEOs.

This program commenced in May 2010 and is endorsed and supported by the NSWALC Board through the NSWALC Education Endowment Fund.

This course is heavily customized to the actual work undertaken by CEOs on a day to day basis in their LALC environment and will be extremely valuable in building the capacity of CEOs to successfully carry out what is a very demanding job.

During the first intake, 21 CEOs were enrolled and many have completed the

first subject of the program.

T&D staff are providing ongoing support to the CEOs in addition to the University's tutoring system.

Expressions of interest have been sent out for the second intake of 9 funded positions for the course commencing next year.



ICAC presents yearly outreach program

THE ICAC helps NSW public sector agencies and individuals to prevent corruption through training and education.

The ICAC also assists in the development of skills for the detection and response to corrupt conduct.

As part of their yearly Outreach Program, ICAC conducted workshops in Glenn Innes and Tamworth on 1st and 2nd December respectively, with representatives from surrounding LALCs attending.

T & D staff attended the workshops to gain an understanding of these workshops.

Topics included in the workshops



were:

- *Corruption Prevention for Managers*
- *Fact Finder*
- *Better Management of Protected Disclosures*



T & D would like to take the opportunity to wish all NSWALC staff and their families a very Happy and Safe festive season and a very Happy New Year.

Governance training

GOVERNANCE training an on-going task and Board members and other LALC staff are participating in good numbers.

At the initiative of Councillor Stephen Ryan, one day Governance Training was also conducted for a youth delegation on 23rd November 2010 during the Central Region's Regional Forum.

OH & S workshops

THE third and final round of workshops concluded on the 5th November 2010, the last one held at Batemans Bay.

Overall, participating LALC CEOs indicated that the workshops were very beneficial and effective and gave them the opportunity to put in place OH&S policies and procedures required under the legislation.

Several LALCs who already had policies in place utilised the program to review and update their systems.

Microsoft Office training

THE new format of customized training that commenced with Upgrade to 2007 is being received well by NSWALC participants hitherto.

5 sessions of MS Excel and 3 sessions of MS Word and 1 session of Powerpoint have been held between September and November this year.

More sessions to continue in the new year.

- *If you have not already registered, please contact Padma*

Mentoring certificates

T&D are organizing a Certificate IV Program in Indigenous Mentoring to commence in 2011.

Watch this space!



Microsoft Word Tips

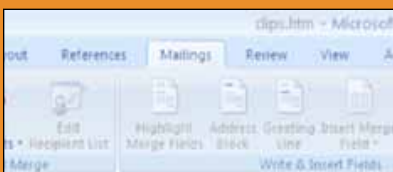
MailMerge2007

1

• TO start the Mail Merge in the new Word 2007, click on the Mailings tab.

The Ribbon, the groups of commands you see on each tab, replaces the toolbars and menus.

Commands are organized in groups related to activities such as you see below in the Create, Start Mail Merge, and Write and Insert Fields groups on the Mailings tab.



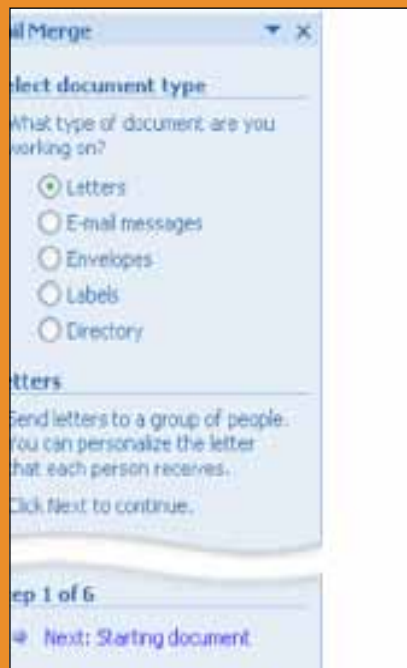
2

• WHEN you click the Start Mail Merge, a drop-down list appears as shown below. Select the last option, "Step by Step Mail Merge Wizard."



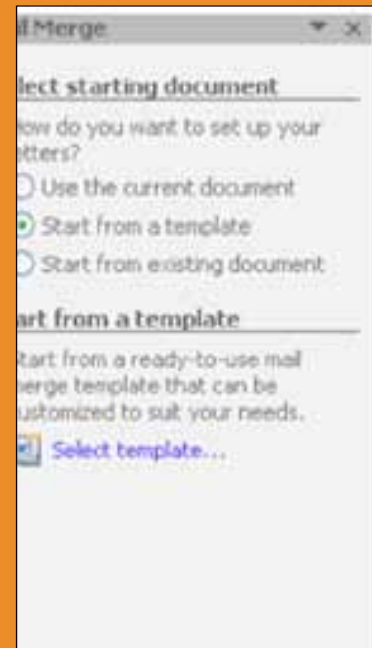
3

• THIS brings up the task pane as shown below. Select Letters (or whatever type you want) as the type of document and then click on the "Next: Starting document" link at the bottom of the task pane to go to the next step to select your starting document.



Selecting a template

• You have options to use the current document you have open, to select a template, or to browse to an existing document not open. For this practice, select "Start from a template." This brings up a link you click on to "Select Template"



• This opens the "Select Template" dialogue box shown. Select the "Letters" tab and choose "Oriel Merge Letter." Click on OK.



• This takes you to Step 3 in the Mail Merge process in which you "Select Recipients."



Microsoft Word Tips

Mail Merge 2007

Selecting Recipients

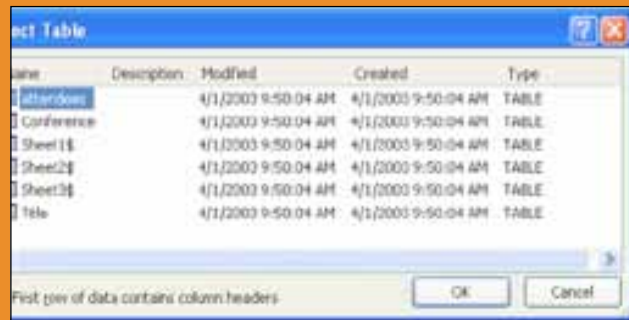
- Select “Use an existing list” and click on the “Browse” link. Locate and open the file containing your data source.

For this exercise, use the [MailMergeList.xls](#).



- This opens the following dialog box in which you select the table (the named range defined within Excel) containing the mail merge recipients info you want to pull into the merge fields in your document.

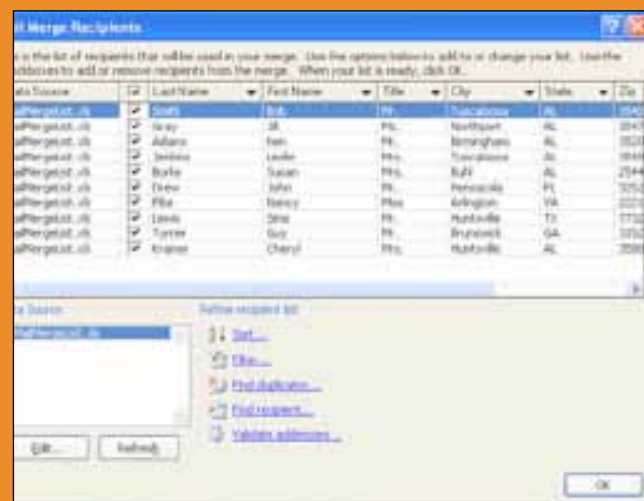
Select “seminar” or “training” or whatever you named the range in your spreadsheet containing the names and addresses you want to use for the mail merge (“attendees” is the defined range selected as shown to the right).



Name	Description	Modified	Created	Type
Attendees		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE
Conference		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE
Sheet1		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE
Sheet2		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE
Sheet3		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE
Title		4/1/2003 9:50:04 AM	4/1/2003 9:50:04 AM	TABLE

- Make sure to check the box indicating that the “First row of data contains column headers” so that the field labels (Last Name, First Name, Address1 etc.) on your spreadsheet won’t be mistaken for data.

- This opens the Mail Merge Recipients dialog box shown below. Here you can select which recipients to include or deselect by unchecking the check box by the name.



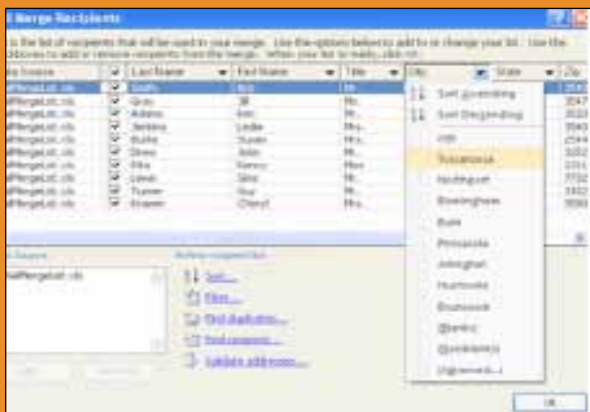
File Source	Last Name	First Name	Title	City	State	Zip
MailMergeList.xls	Smith	John	Mr.	Northport	AL	36437
MailMergeList.xls	Gray	Bill	Mr.	Birmingham	AL	35203
MailMergeList.xls	Adams	Paul	Mr.	Tomball	TX	77375
MailMergeList.xls	Seibert	Leslie	Ms.	Tomball	TX	77375
MailMergeList.xls	Boyle	Scott	Mr.	Bay	AL	36504
MailMergeList.xls	Greene	John	Mr.	Perdrews	FL	32502
MailMergeList.xls	Pfeiffer	Benny	Mr.	Atlanta	GA	30321
MailMergeList.xls	Levin	Shirley	Ms.	Huntsville	TX	77320
MailMergeList.xls	Tyler	Guy	Mr.	Baytown	GA	31502
MailMergeList.xls	Kramer	Cheryl	Ms.	Huntsville	AL	35891

- You can sort and filter the list using the drop-down list located on each field name indicated by the triangular black arrow. Note there are also links to Sort and Filter or Find Duplicates and recipients in the “Refine recipient list” section.



Microsoft Word Tips

Mail Merge 2007



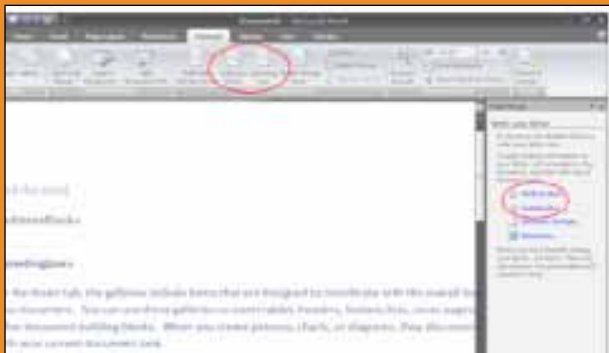
• Click on the link “Next: Write your letter” To go on to the next step to edit the mail merge template letter content.

Inserting merge fields

• Notice that the Address Block and Greeting Line fields are already inserted into this template letter. If you weren't using a preformatted mail merge letter, you would just simply click on the links on the right to insert the Address block, Greeting line, or more items (more merge fields.)

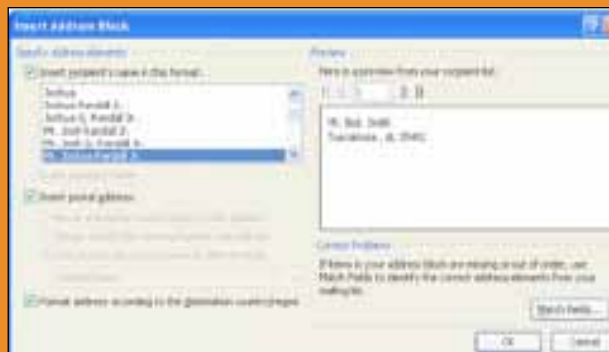
• You also have these same options on the Mailings toolbar at the top - you don't have to use the wizard each time you do a mail merge.

• Pick the date and replace the letter content with your own and then go on to the next step to preview your letters by clicking on the link at the bottom of the task pane.



Matching Fields

• When you click on the Address block link, the following dialog box appears in which you can choose the format of the address. Also, you can click on the Match Fields button to match the missing address field (the Match Fields button is also on the Mailings tab in the “Write and Insert Fields” grouping).



• Clicking on the Match Fields button brings up the following dialog box. Use the Address 1 drop-down list to select the Street field name from the Excel spreadsheet.



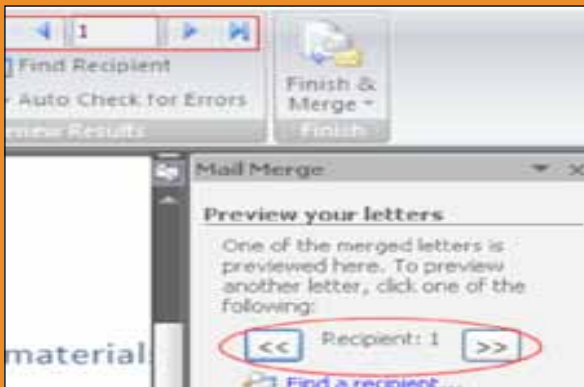


Microsoft Word Tips

Mail Merge 2007

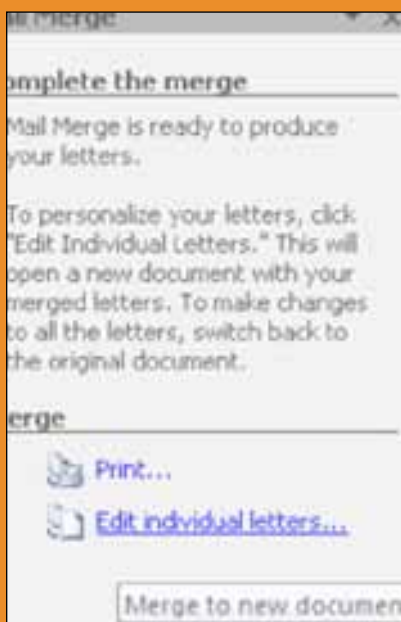
Previewing Results

- You have buttons on both the Preview Results group on the Mailings ribbon as well as the task pane to look at different recipient info before going on to the next step to complete the merge.

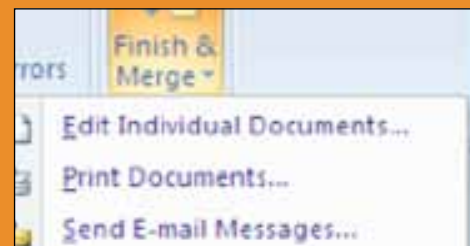


Completing the Merge

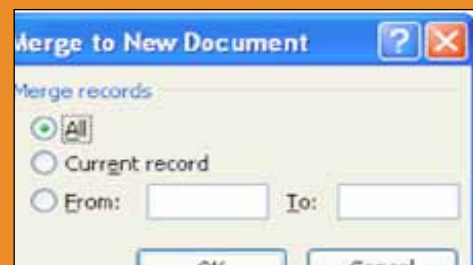
- When you click on the link, "Next: Complete the merge," the following appears:



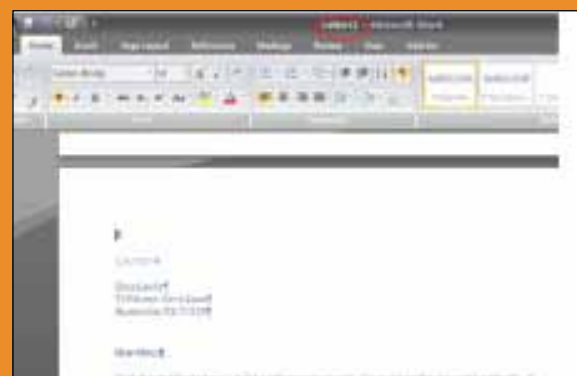
- Click on the link "Edit individual letters" which you can see from the screen tip is the link to "Merge to new document." This is also a button on the "Finish & Merge" dropdown list on the Mailings Ribbons.



- The Print link on the Task Pane or Print Documents on the Ribbon dropdown list allows you to merge directly to the printer. When you click on the link to edit letters, the following dialog box appears:



- You can choose whether to merge all or selected records. Click OK and then a new merged document entitled Letters1 is created. It contains the individual letters for each recipient. If you look at the status bar, you will see that it indicates multiple letters





Microsoft Word Tips

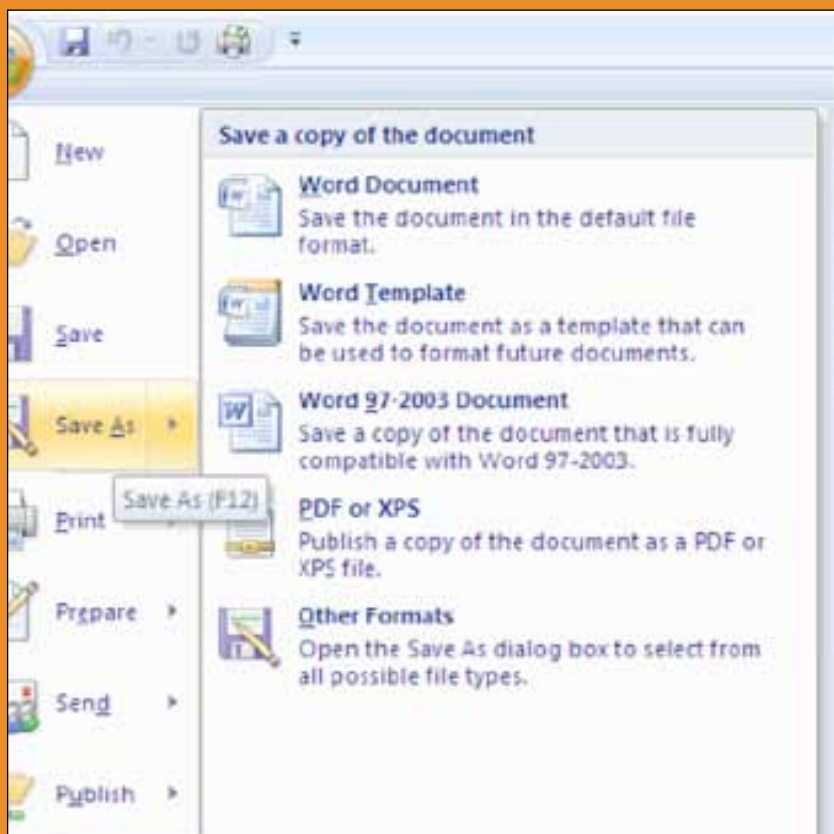
Mail Merge 2007

Saving

- Save your work by clicking on the new Office button which replaces the file menu.



- Select “Save As” to view the new options for saving in different formats.



- The new “default” file is .docx, a new file format for Word documents. It is one of the new Office XML formats. You also have the option to save in the Word 97-2003 format so that your file is compatible with those versions and can be opened in them. However, with earlier versions of Word, you can open a file created in the 2007 version by going to the Download Centre at the Microsoft site and downloading the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and Powerpoint File Formats.

REF: <http://helpdesk.ua.edu/training/word.merg07.html>