



New South Wales
Aboriginal Land Council

NSWALC Training Newsletter

Issue 7, February 2011

Knowledge has to be improved, challenged, and increased constantly, or it vanishes."

- Peter F. Drucker

MESSAGE FROM T&D

TRAINING AND DEVELOPMENT welcomes you to the first newsletter for the calendar year.

- see page 1

ACTIVITIES UPDATES

SESSIONS commence for Indigenous mentoring certificates.

- see page 2.



MICROSOFT EXCEL

HOW do you use Headers and Footers?

- see page 4.



Message from T&D

T & D welcomes you to the first issue of our newsletter for the calendar year.

This issue contains information on the NSWALC Certificate IV in Indigenous Mentoring as well as Microsoft Excel tips.

Learning is a lifelong pursuit. We learn and develop ourselves personally and professionally from many different people and in various ways across the span of our lives.

If there are new learning opportunities you think we could help to provide, please let us know.

We will do our best to assist because learning is our passion!

Happy reading....

Wayne Munster
Director, Training and Development



Grad Certificate for CEOs

TWELVE CEOs have successfully completed their first subject and will commence their next semester along with the next batch of CEOs who have enrolled for the 2011

program. Orientation sessions to commence the second subject were held for participating CEOs in the following locations:

- Maoma - 24th January 2011

- Coffs Harbour - 17th January 2011.
- Dubbo - 28th January 2011.

The University of Newcastle facilitated the Orientation sessions.

Mandatory governance training for LALCs

Governance training for LALC Board members continues to be delivered by Zone staff across the state.

In accordance with the legislation, a review of the NSWALC Governance Training program is due to be conducted during the current financial year.



Sessions commence for Indigenous mentoring

T&D have organised a Certificate IV Program in Indigenous Mentoring to commence in early 2011.

This is the only nationally accredited program in existence at this time.

Ian Bridger of Bridgeway Barnes will be delivering training to 7 NSWALC staff who have been nominated from Zone offices as well as Head Office.

The program is aimed at:

- Increasing retention rates of high performing Indigenous staff.
- Increasing productivity



across Indigenous and non-Indigenous staff.

- Increasing harmony in the workplace between staff from various backgrounds.

The first sessions commenced on 15th February

Get trained and get it right



Send your Expressions of Interest asap for the upcoming Computer Applications Training.

WHAT: MS World
MS Excel
MS Powerpoint

WHEN: March, April, May and June (exact dates will be advised in due course).

NOTE: 1. Those of you who have already expressed EOI (trained in the recent past or not), please let T&D know if you are interested in further training between March and June.

2. Those who have NOT sent in EOI during the previous round, please contact: Padma Bharadwaj (**Phone:** Ext 420, or **email** padma.bharadwaj@alc.org.au.)

CONGRATULATIONS!

JULIE VAN AGTEN,
DIRECTOR, COMMERCIAL UNIT AND
LEE NET'ANA, DIRECTOR,
INFORMATION TECHNOLOGY HAVE
SUCCESSFULLY COMPLETED THE
ADVANCED DIPLOMA
MANAGEMENT COURSE RUN BY
NSWALC FOR
MANAGERS/SUPERVISORS.

CONGRATULATIONS JULIE AND LEE
ON YOUR ACHIEVEMENT!

Elders and Youth advisory committee meeting

T&D Director Wayne Munster facilitated a session on "How to Navigate ALRA" during the third EAC and YAC meeting held from 11th to 13th December 2010 at Mercure Hotel, Sydney.

Phil Duncan, Sarah Puckeridge, Kate Munro and Chris Munro provided excellent support in making the event a great success. The next Elders and Youth Committee is planned for April 2011 in conjunction with the state conference.



Microsoft Excel 2007 Tips

Headers and Footers

Adding a Custom Header

In Excel 2007, a custom header is added in page view. To add a header:

1. Click on the **Insert** tab.
2. Click on the **Header & Footer** option in the ribbon.
3. The spreadsheet switches to page view.
4. Three boxes can be seen above the worksheet page.
5. By default, the center box is highlighted.
6. Click with the mouse on either of the side boxes to change the location of the header if desired.
7. Type in the header information.

Returning to normal view

Once you have added the custom header information, Excel 2007 leaves you in Page view. While it is possible to work in page view,

you may want to return to Normal view. To do so:

1. Click on any cell in the worksheet to leave the header area.
2. Click on the **View** tab.
3. Click on the **Normal** option in the ribbon.

Viewing the Header

Note: Headers are not visible in Normal view. To view a header choose one of these options:

• **Change to Page view:**

1. Click on the View tab.
2. Click on the Page View option in the ribbon.
3. The header should now be visible.

• **Change to Print Preview:**

1. Click on the Office Button.
2. Choose **Print > Print Preview** from the drop down menu.
3. The header should now be visible.

Note: You must have a printer installed on your computer to use Print preview.

Source: http://spreadsheets.about.com/od/excelformatting/gt/excel_2007_head.htm

Adding a Custom Footer

In Excel 2007, a custom footer is added in page view.

To add a footer:

1. Click on the **Insert** tab.
2. Click on the **Header & Footer** option in the ribbon.
3. The spreadsheet switches to page view.
4. By default, page view opens with the header section active.
5. Click on the **Go to Footer** option on the ribbon.
6. Three boxes can be seen at the bottom of the worksheet page.
7. By default, the center box is highlighted.
8. Click with the mouse on either of the side boxes to change the location of the



Microsoft Excel 2007 Tips

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footer if desired.

9. Type in the footer information.

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