

WorkExpo

Software for managing work experience programs



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Training Materials
ADVANCED WORKEXP

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OVERVIEW – WORKEXPO AT A GLANCE

WHAT YOU WILL LEARN

- Backing up data file
- A look at the new fields for student and employer records
- Compiling a student's counselling history
- New reports including the new "BLOCK" report
- Generating statistical reports
- Track student progress towards placement
- Keeping track of Exit students using WorkExpo
- Using user-defined fields.
- Archiving records in WorkExpo and a file approach to archiving
- Importing and exporting records
- How to enter background information on students and/or employers
- Enter and sort preferences for students
- How to update year levels or homegroups in a batch operation
- How to sort and filter records
- Tips and Tricks – keyboard shortcuts etc.
- How to swap data between computers
- How to archive old records
- Understanding the workexpo database file structure
- Understanding and working with the WorkExpo data file
- Allowing students to browse employer records
- Importing records from school's electronic database

A

EXERCISE 1: BACKUP AND RESTORE DATA FILE

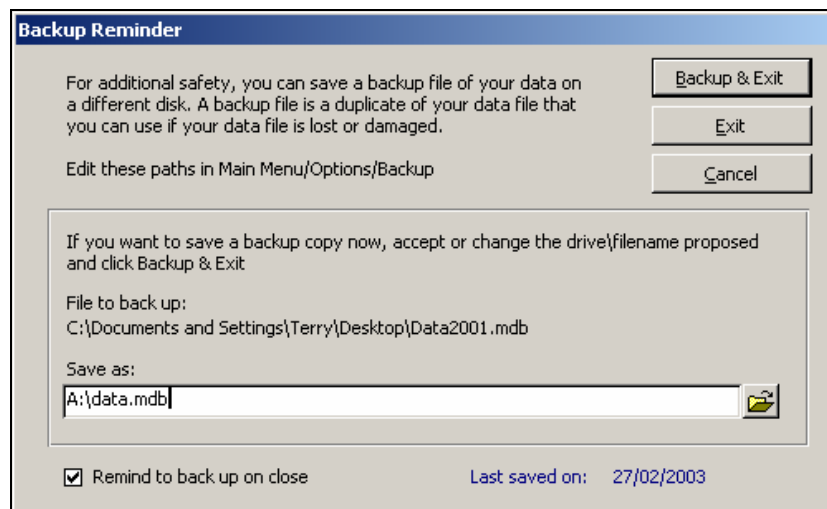
What to do	Notes
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1. When you exit WorkExpo you are prompted to backup the data file.

Click “Backup and Exit” to save your data file to another location.

WorkExpo then closes.

The Student window is where student information is entered and edited.



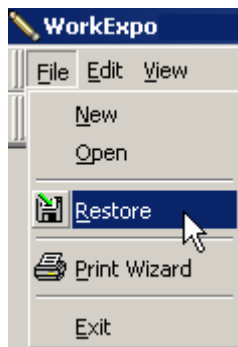
2. Restore the data file called *Data2003.mdb* from the floppy disk.



Insert Floppy Disk in disk drive.

3. To restore the data file on another computer choose *Restore* from the File menu in WorkExpo.

You can also get to the Restore window by choosing **OPTIONS** from the main menu.



To restore the data file takes about 60 seconds because WorkExpo checks the file first. Then backs up your existing data file with a .BAK extension. Finally the file is copied.

EXERCISE 2: FINDING AND DELETING A STUDENT RECORD

1. Find the record for student **ROBERT JONES** and delete it.

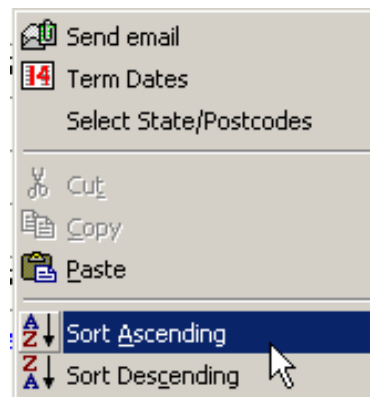
First move to Robert's student record then from the EDIT menu click "Delete Student"

TIP: WorkExpo will warn you if the student has any current arrangements before deleting the record.

EXERCISE 3: SORTING AND FILTERING STUDENT RECORDS

Sort student records by **FIRST NAME** and filter student records for Year 10A students only.

Then remove filtering and sorting by choosing remove filter/sort from RECORDS menu.



Right click for shortcut menu

EXERCISE 4: UPDATING YEAR LEVELS AND/OR HOMEGROUPS

1. Update the following homegroups to their new names.

OLD HOMEGROUP NAME	NEW HOMEGROUP NAME
GRA	FRA
RED	KTG
BLUE	HOW

Click the UPDATE tab in the student's window.

2. Choose the homegroup you wish to change in the For all students in box

Type the NEW name in the: Update to box

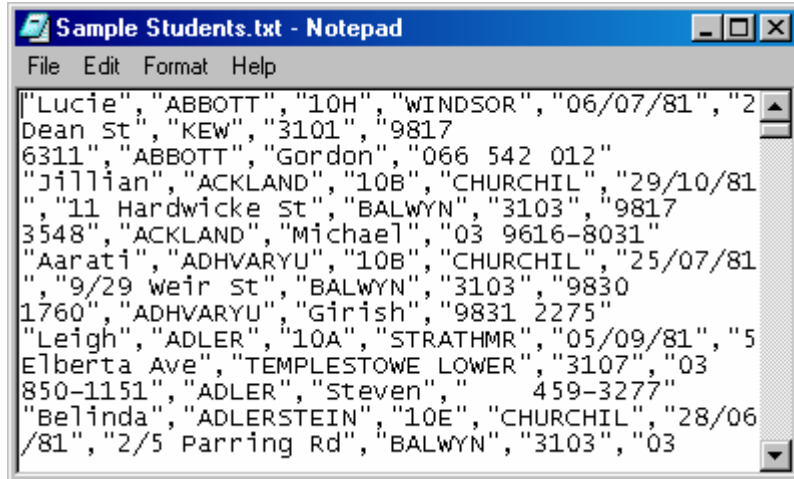
Then click **Update Now**

B

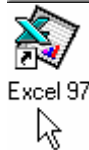
EXERCISE 5: IMPORTING RECORDS

What to do	Notes
1. Export the data from CASES/CASES21 or any other school computer system as a comma delimited (separated) text file.	All school databases can export data as text files.
2. It's important that the fields WorkExpo needs are exported. See the required list to the right:	<ul style="list-style-type: none">• FirstName• LastName• DateOfBirth• Form• Homegroup• Street• Suburb• PostalCode• Phone• ParentName• ParentPhone• Note• Email
3. Name the exported text file and save it to floppy or a shared network location	Exported file can be named anything but should have a .txt (TEXT) file extension. e.g. Year9_2002.txt

- Text file can be opened using Windows Notepad and should look similar to this.



- Start Microsoft Excel

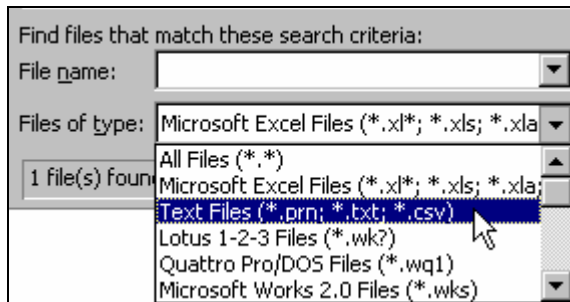


- Open the file **WorkExpo.xls** in the WorkExpo folder.

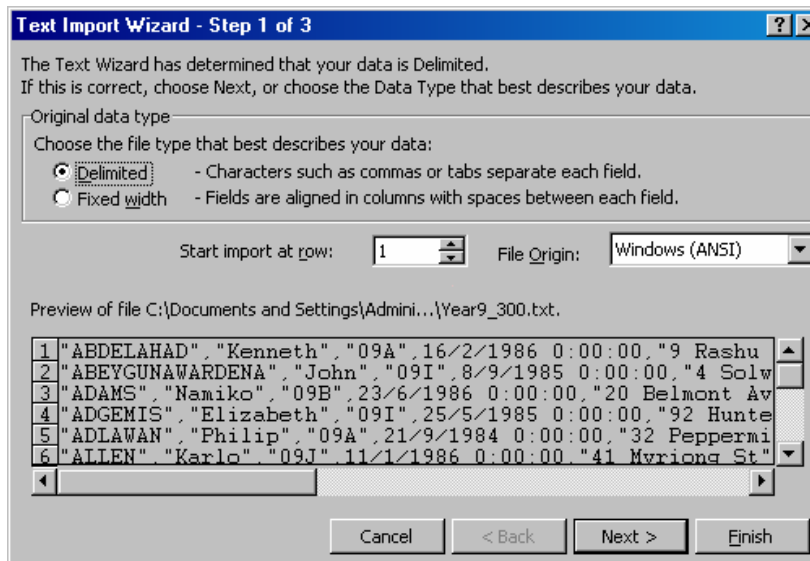
This file contains macros to help you set up the text file for import into WorkExpo. If Excel asks you to open with macros you should say YES.

Note: This file is available for download from our website. www.infoplan.com.au

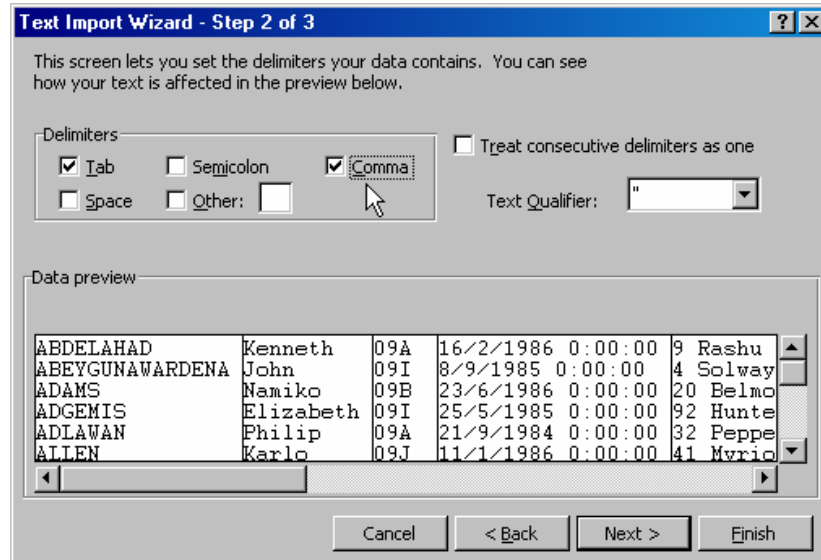
- Next, open the TEXT file you saved earlier. You must select TEXT FILES from the files of type.



- Excel will automatically start the TEXT IMPORT WIZARD. Under the *Original Date Type* section make sure that you choose **DELIMITED**



9. In STEP 2 of the wizard make sure under **Delimiters** you have selected **COMMA**

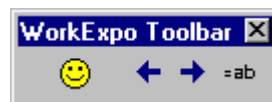


10. Make sure that the columns in WorkExpo are in the correct order. Use the WorkExpo toolbar to move columns to the left or right.

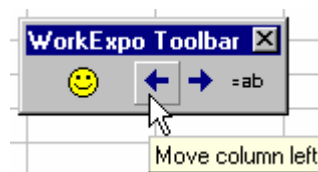
COLUMN ORDER (Include all columns)

- FirstName
- LastName
- DateOfBirth
- Form
- Homegroup
- Street
- Suburb
- PostalCode
- Phone
- ParentName
- ParentPhone
- Note
- Pref1
- Pref2
- Pref3
- Email

11. Use the WorkExpo toolbar to help you set up the spreadsheet. Although some setting up needs to be done manually.



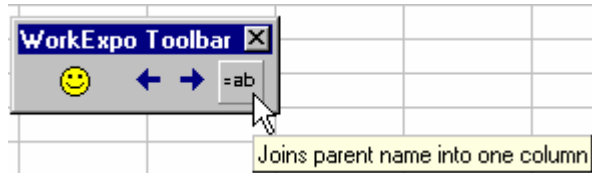
12. Use the ARROWS to move Excel columns to the left or right.



Select the column to move by placing the cursor in the selected column, then click move left or right on the toolbar

	A	B	C	D	E	F	G	H
1	FirstName	LastName	DateOfBirth	Form	Homegroup	Street	Suburb	PostalCc
2	Kylie	Thomes	12/07/84	09C		61 Lakewood Drive	Knoxfield	3180
3	Jason	Ash	7/09/81	10B		4/1 Mclennan Place	Preston	3072
4	Sarah	Ivett	21/10/82	10Z		10 Amery Street	Reservoir	3073
5	John	D'Silva	27/11/80	10Z		71/141 Nicholson St	Carlton	3053

- 13. The PARENT NAME needs to be in single column but the spreadsheet may contain two columns i.e. parent' first name and parent last name.



You can get the parent names into a single column by placing the cursor into the parent first name column and clicking the toolbar button above

- 6. When all is ready click the SETUP icon on the WorkExpo toolbar to finish the job.



Clicking this button will add column headers, change text case to proper case and format the spreadsheet correctly, ready for import.

The sheet is now ready to be saved.

- 7. Finally the spreadsheet is now ready to be saved. It must be saved as an Excel file. i.e. it must have an .xls file extension.

e.g. **YEAR9_2002.xls**

The spreadsheet is now ready to be imported into WorkExpo.

- 8. Close Excel and start WorkExpo. Start the WorkExpo import wizard again and import the newly saved Excel spreadsheet.

Well done!!

C

EXERCISE 6: USING MULTIPLE WORKEXPO DATA FILES

Follow these 5 steps

1. Start WINDOWS EXPLORER
2. Navigate to the WorkExpo folder
3. Create a new folder **below** the Workexpo folder called "Files"
4. Copy the file DATA.MDB from the WorkExpo folder to the WorkExpo/Files folder.
5. Start WorkExpo and linked back and forward between the two data files.

END OF EXERCISE 1

How do I do this?

Windows Explorer is the Windows File Management Tool that will help you get the most out of WorkExpo.

The default path is C:\Program Files\WorkExpo

Choose FILE then NEW FOLDER from the Windows Explorer file menu. Then name the new folder from it's default name "New Folder" to "Files"

This will close the Options Dialog box and return you to the Main Menu window.

In WorkExpo choose OPEN from the FILE menu, navigate to the data file and click OK. WorkExpo will link to that file and remember it next time you start.

You now have two WorkExpo data files. This can be useful if you need to make changes but worry about making mistakes. You can also use this method as an alternative to archiving.

D

UNDERSTANDING THE WORKEXPO DATABASE STRUCTURE

Notes about the DATA.MDB file

All the information that you enter into WorkExpo is stored in a **single** data file. This file's default name is **DATA.mdb** (although you can name it anything you like) and it normally resides in the C:\Program Files\WorkExpo folder. This file contains **all** your important WorkExpo information and should be carefully backed-up regularly. Always back-up the data file after each session.

Back-up strategies

- WorkExpo will create a backup copy of your data file when you exit the program. To ensure this select OPTIONS, then Backup maintenance.
- It's a good idea to have **two** copies of your data file in case one is lost or unusable.
- You should have a backup copy of your data file on floppy as well as a separate backup copy on the hard drive or preferably on the network.
- You can open data files directly in WorkExpo. Follow these instructions to do so:
 1. In WorkExpo select OPEN from the FILE menu.
 2. Navigate to the data file you wish to use.
 3. The default file DATA.MDB normally resides in C:\Program Files\Workexpo or wherever you store the WorkExpo data file.

How to copy a WorkExpo data file from one computer to another.

1. Make sure WorkExpo is closed.
2. Use Windows Explorer to copy the file DATA.MDB to a floppy disk.
3. Place the floppy disk in the drive of the second computer.
4. Use Windows Explorer to copy the file DATA.MDB to C:\Program Files\Workexpo or wherever you store the WorkExpo data file

The path to the data file you're using can be displayed in the title bar. Select OPTIONS/Settings to set this.

E

KEYBOARD SHORTCUTS

To do this...	Keyboard Shortcut
To move from record to record	Page Up or Page Down
Zoom in a text box	SHIFT & F2
To move from field to field	TAB (Forward) SHIFT + Tab (Backwards)
To move from tab to tab in a tabbed dialog box	CTRL+Tab
Close Print Preview	ESC
Close a dialog box	ESC
Undo a record	Press Esc twice
Close a window	CTRL+W
To show the Windows print dialog box	CTRL+P
To open a drop-down list	F4
To tick an item in a tick box	Spacebar
To select the record number	F5
CUT	CTRL + X
COPY	CTRL + C
PASTE	CTRL + V

F

MOUSE SHORTCUTS

<u>To do this...</u>	<u>Mouse Shortcut</u>
Select an item in a list	Double-click on name
To sort records	Right-click and select Sort Ascending or sort descending
To filter records	Right-click and choose filter by selection
To remove filter or sort	Right-click and select remove filter/sort
To cancel a button that appears on the screen after pressing it.	Slide the mouse off the button then release the left mouse button

TIP: Most of these shortcuts are use in many Windows programs.

G

IMPORTING RECORDS FROM EXTERNAL DATABASES - OVERVIEW

NOTES

1. In WorkExpo, start the import wizard from the TOOLS menu.
 2. Print the list of fields required in Step 2 of the Import wizard. Then cancel the wizard.
 3. Contact your school's central database administrator.
 4. Give the field list to the database administrator and request an export file of all x records.
 5. Request that all fields set out in the field list are included.
 6. Open the export file using Microsoft Excel.
 7. Format the file as set out in the field list instructions.
 8. Save this new file as an Excel file with an .XLS extension
 9. Import this file into WorkExpo using the WorkExpo import wizard.
-

H

USING MICROSOFT WORD'S MAIL MERGE - OVERVIEW

What to do	Notes
Use the Word Mail Merge Wizard to create form letters, mailing labels, lists and envelopes for distribution.	<p>To complete the basic process, you:</p> <ul style="list-style-type: none"> • Open or create a main document. • Open or create a data source with individual recipient information. • Add or customize merge fields in the main document. • Merge data from the data source into the main document to create a new, merged document.

1. Data source with recipient information, such as names and addresses
2. Main document with merge fields that are placeholders for recipient information
3. Resulting merged document

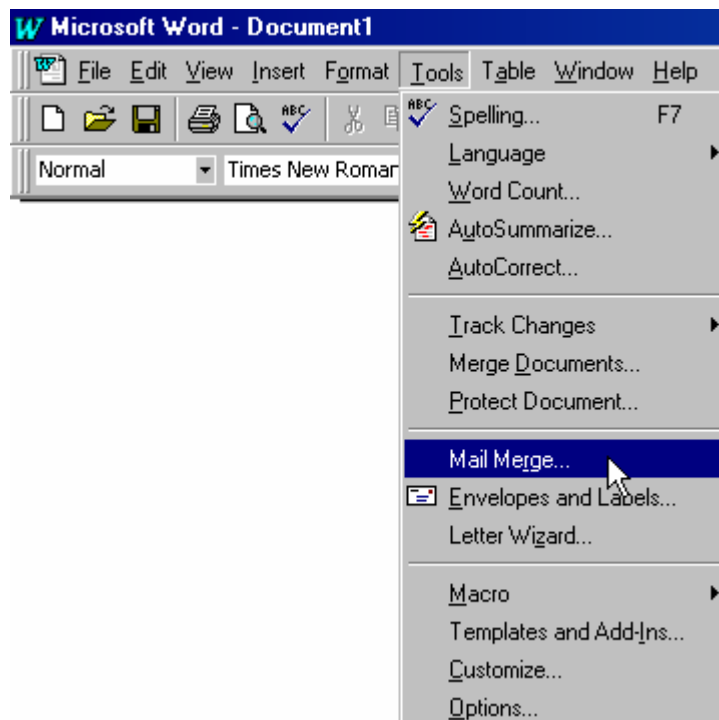


Word’s wizard guides you through all of these steps. If you prefer to work outside the wizard, you can use the **Mail Merge** toolbar. Either way, the end result is that each row (or record) in the data source produces an individual form letter, mailing label, envelope, or directory item.

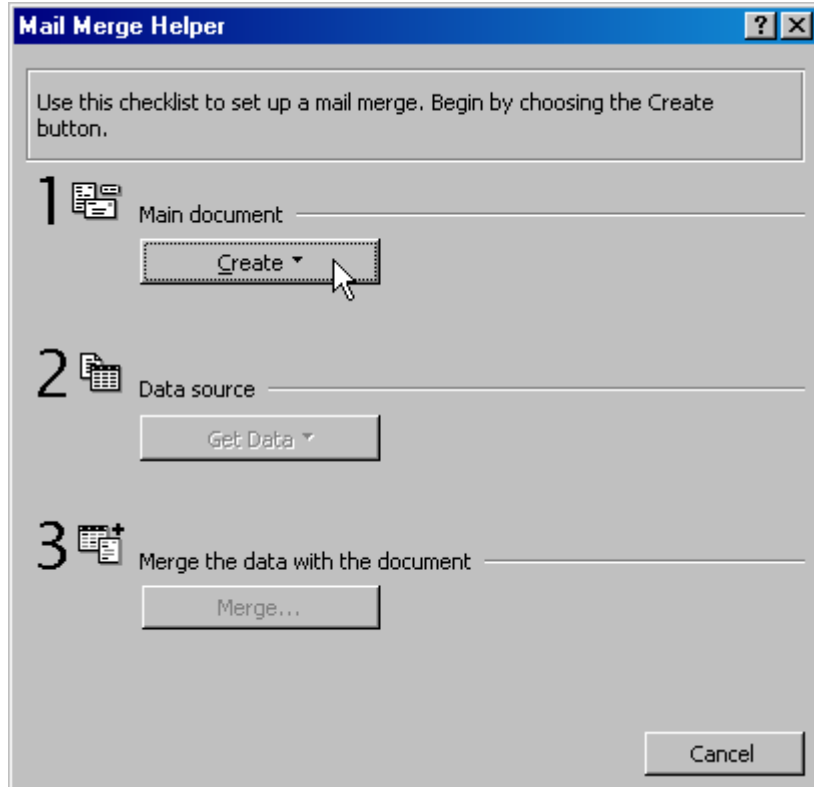
Note You can use Word’s mail merge to create any type of document that maps fields to data, not just mailings or lists.

CREATE CUSTOM DOCUMENTS WORD'S MAIL MERGE WIZARD

What to do	Notes
1. Start Microsoft Word.	We will create a custom Student Certificate using a school logo.
2. Open a blank document if one is not already open	Choose File/New Document
3. From the Tools menu, select Mail Merge...	



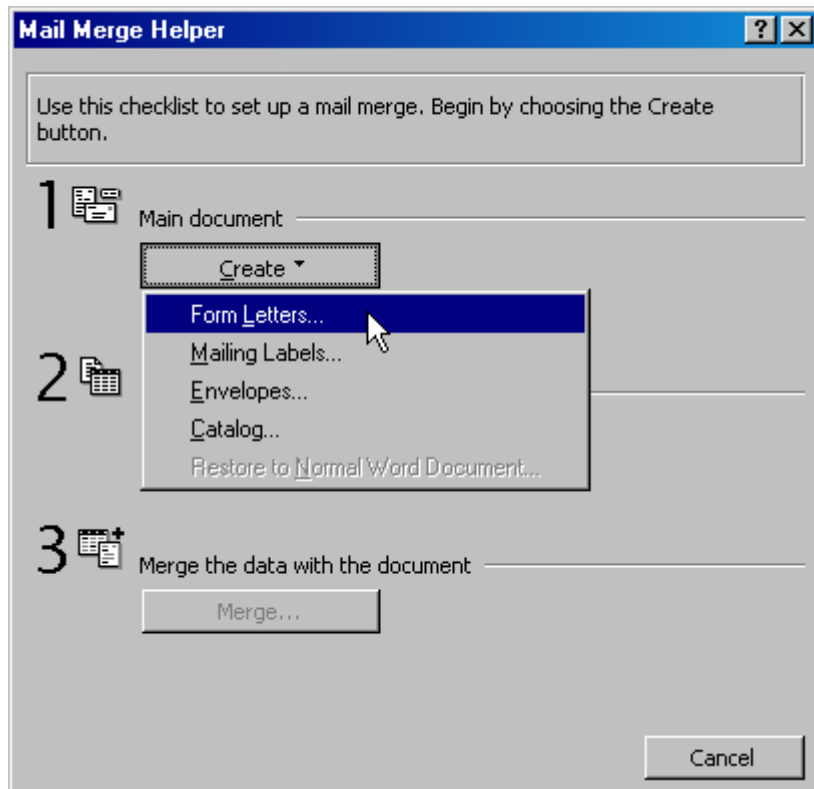
4. The Mail Merge Helper (Wizard) appears.



5. The Mail Merge Helper has 3 steps

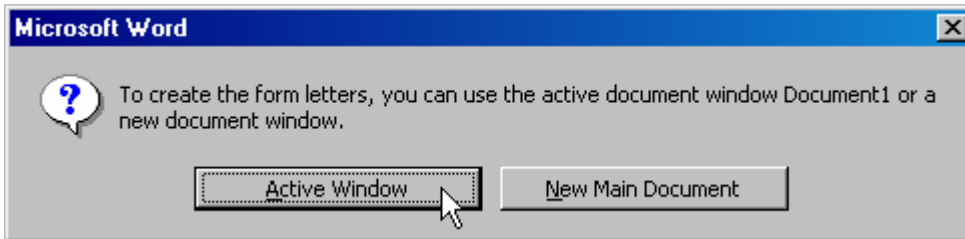
Step 1 is CREATE new document

6. Click **CREATE**



7. Select Form Letters

Form Letters are a way to create a page for every record in our data source. This means a page for each student record, for example.



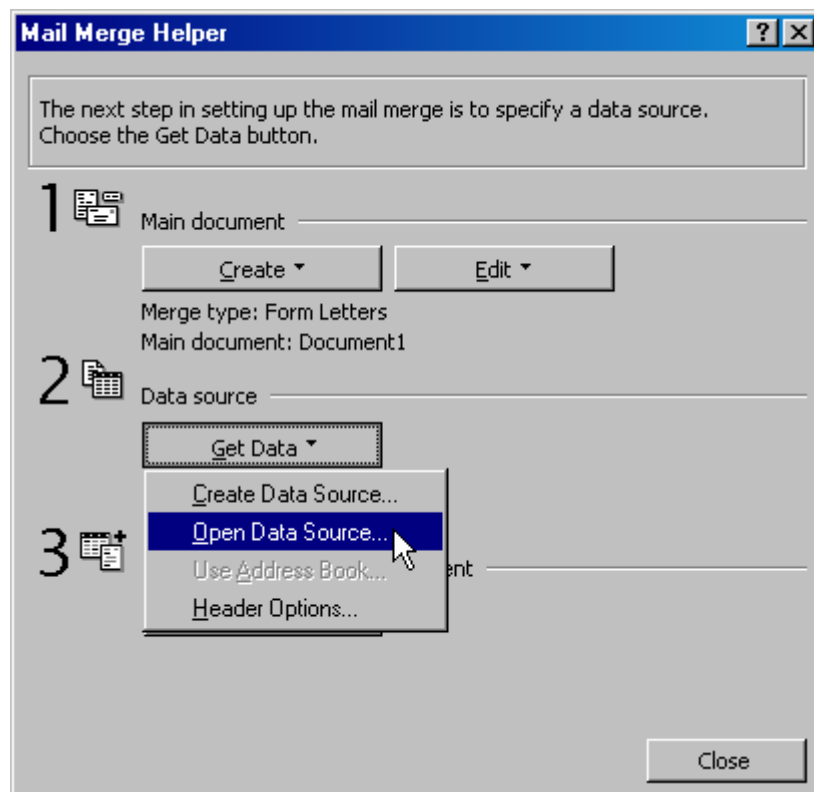
8. Next the wizard asks if you'd like to use the Active Window

Click *Active Window*

9. Click the *GET DATA* button. This is the second step in the wizard.

In this step you can create a new data source or open an existing data source.

Our WorkExpo data file is our data source so choose ***OPEN DATA SOURCE...***

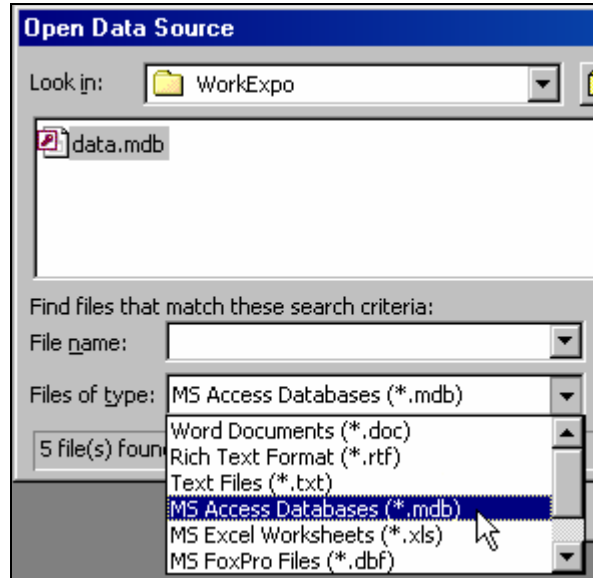


10. Navigate to the WorkExpo folder.

By default this folder is C:\PROGRAM FILES\WORKEXP0

IMPORTANT NOTE!

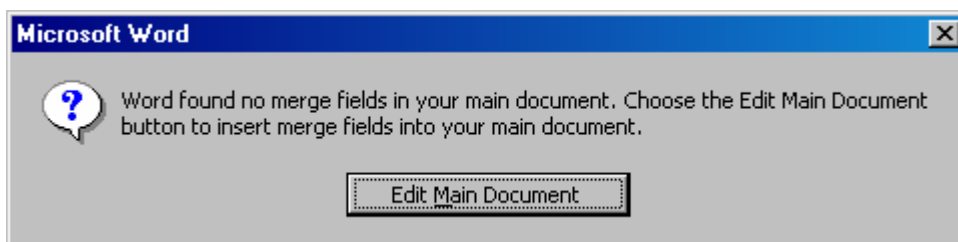
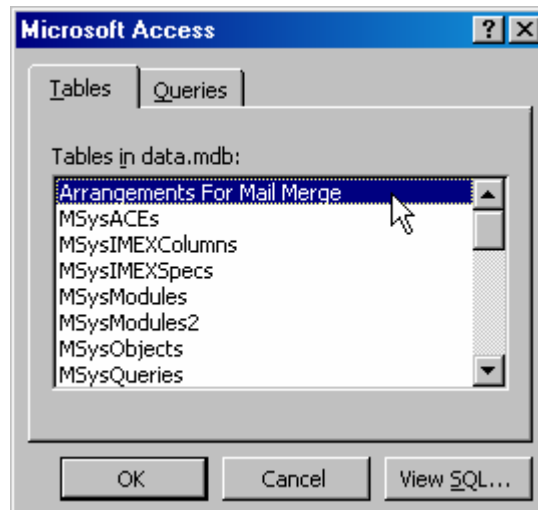
In the Files of type drop down box make sure that MS Access databases is selected!



11. Word now creates a link to the Microsoft Access database file and displays its contents.

Click the **Tables** tab, then choose under Tables in data.mdb:

Arrangements for Mail Merge



12. Because the main document is a new document Word displays this message.

Click **EDIT MAIN DOCUMENT**

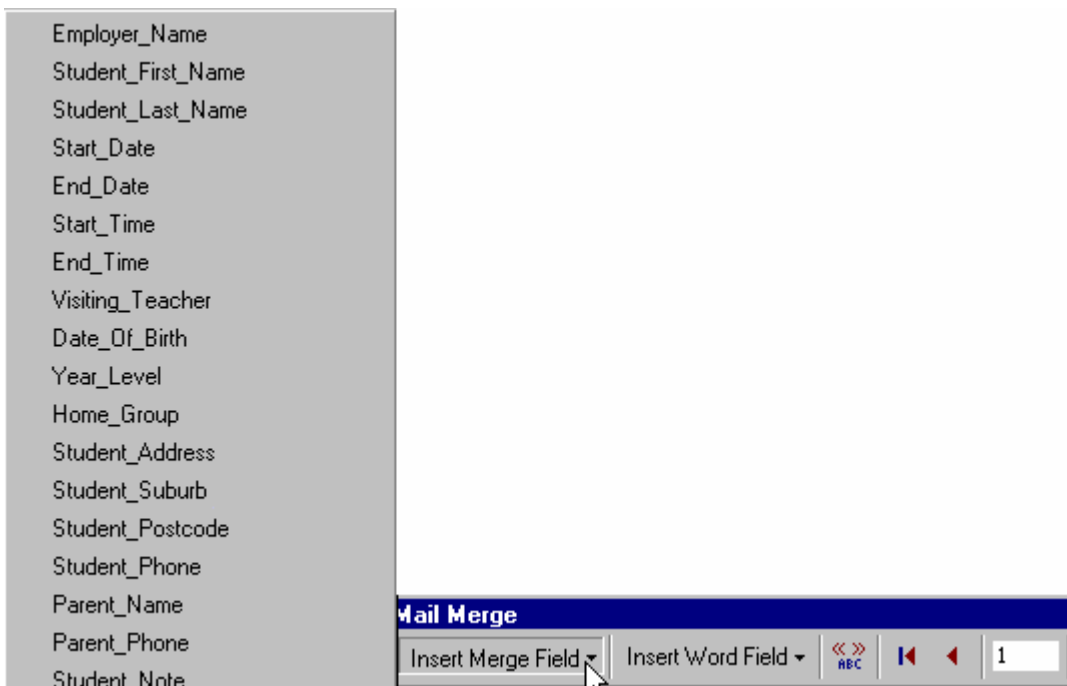
13. The wizard disappears
and we are returned to
the main document



The Mail Merge Toolbar appears

14. Now the mail merge toolbar has appeared. We use this toolbar to perform the merge process. Run your mouse over the toolbar buttons to get acquainted with them.

15. Click the **INSERT MERGE FIELD** button at the left of the toolbar.



The fields from WORKEXP0 are displayed in a list. Because there are many fields in WorkExpo this list is very long. Click on Student_First_Name. Word inserts that field into the Word main document.

16. The field is shown enclosed in double brackets called **CHEVRONS**

«Student_First_Name»

17. Press the space bar to create a space after the inserted field

«Student_First_Name» |

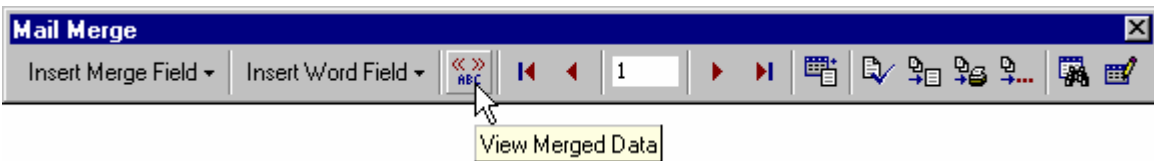
18. Click the **INSERT MERGE FIELD** button at the left of the toolbar again.



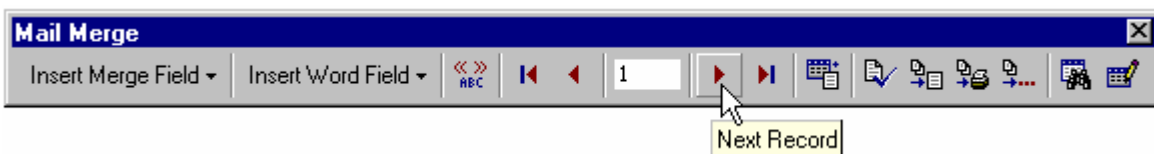
19. This time insert the student's last name.

Click on the field called **Student_Last_Name**

20. To VIEW the data that the fields represent you click the ABC button as shown below



This allows you to check that the data in WorkExpo is successfully being merged. You should see a student's first and last name instead of the field names. To switch back to the field click the "View Merged Data" button again.



21. Click the **NEXT RECORD** (See above) button to view the name of the next student.

Similar to the Student and Employer navigation controls in WorkExpo.

22. You have now set up your main document. The next step is to create the merge itself.

23. Finally the merge itself occurs. Click the ***Merge To New Document button*** (see below)
- This creates the third and final file in the merge process.



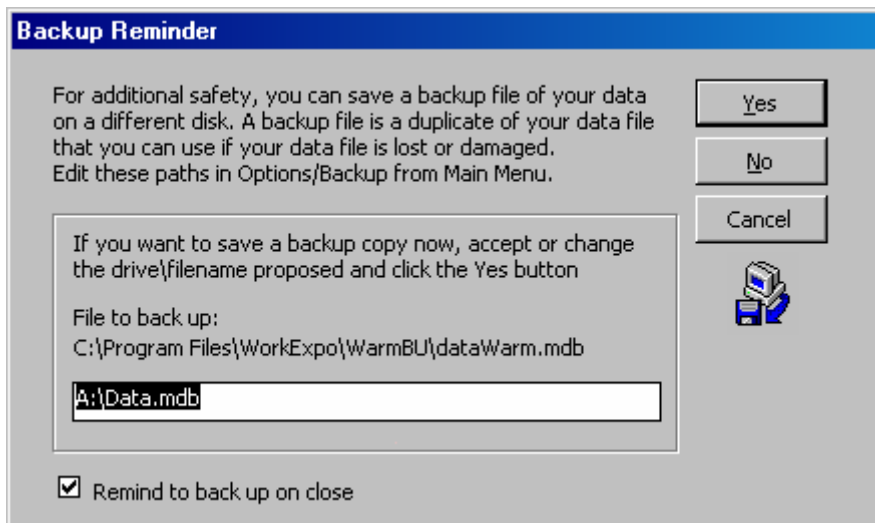
24. Word now displays the results of the merge in a new document.
- This file can be saved or printed. Alternatively, you can simply click the “Merge to printer” button to produce the output of the merge directly to the printer.
25. Save the main document for later re-use.
- This saves all merge information so that next time you won’t need to use the merge wizard.
26. Check out some of the merge samples on the CD under the TRAIN folder.
- Or under the *My Documents* folder.
-

J

SWAP DATA FILES BETWEEN TWO COMPUTERS

What to do	Notes
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1. Click EXIT from the main menu. WorkExpo will prompt you to backup your data file.



2. Click “YES” to create a backup copy of the data file to floppy disk.
3. Take the floppy disk to the new computer and insert disk in the A drive.
4. Using Windows Explorer copy the file called DATA.MDB from the floppy into the WorkExpo folder on the new machine.
5. Overwrite the file DATA.MDB on the new machine with the Data.mdb on the floppy.

WorkExpo must be closed while you maintain data files.

Make sure that WorkExpo has been loaded on the new machine but is not running.

The location for the WorkExpo folder is usually:
C:\Program Files\WorkExpo

K

PRINT WORK EXPERIENCE ARRANGEMENT FORM(S)

What to do

Notes

6. With the WORKEXP0 main menu on your screen click on the PRINT button.
7. The Print Wizard dialog box will appear. You can choose to print an arrangement form for an individual student or a group of students.

In this example we will print for a group of students.

Select the print for “several students...” option

Click NEXT

8. Select “WE Arrangement forms” and click NEXT
9. Select students
10. Select to print on official department forms.
11. Choose Preview or print and click FINISH

WORKEXP0 can print on the official department forms or print a facsimile.

You can select students by date or alternatively print forms for all students in WORKEXP0

Do this by clicking “*I want to print on official department forms*”. Choosing this option will print data only, so that you print on the official forms.



ARCHIVING RECORDS

What to do

1. With the WORKEXP0 main menu on your screen click on the ARCHIVE button.
2. The Archive Wizard dialog box will appear. You can choose to archive arrangement records, student records or employer records. In this example we will archive student records.

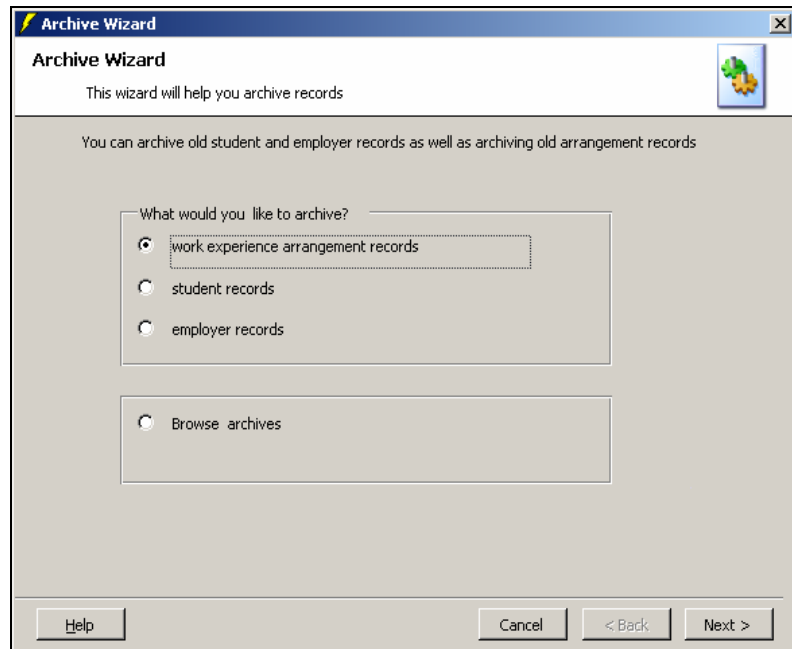
Select "I'd like to archive student records"

Click on the NEXT button...

3. Type the form or year level of the group of students you wish to archive in the box.
4. Click ARCHIVE

Notes

WORKEXP0 can archive student records, employer records or arrangement records. This helps maintain your database.



WORKEXP0 archives student records by form or year level group.

Your records are now stored in an archive. You can browse the archive at any time by clicking the ARCHIVE button then selecting "I'd like to browse the archives"

NOTE:

Records **can** be restored or deleted from the archive. For further information check ARCHIVING RECORDS in the on-line help file.

M

WRITING CUSTOM LETTERS TO EMPLOYERS

What to do

1. With the WORKEXPO main menu on your screen click on the PRINT button.
2. The Print Wizard dialog box will appear.
Select:
“Custom letters to employers”

and click NEXT

3. Follow the steps the WorkExpo walks you through.

Each letter that you write must be given a name which you enter in the *Letter Type* box while the text is entered in the *Letter Text* area.

When writing a new letter include only the body text of the letter

Do not include

- Recipient
- Address
- Date

Notes

WorkExpo will allow you to write a custom letter to a selected employer and save the letter to be re-used later.

You can choose to create new letters or edit existing letters.
OR you can print letters you have written and saved.

- | | |
|--|---|
| <p>7. WORKEXPOT will automatically save your new letters once they are named.</p> | <p>Remember to name your custom letters.</p> |
| <p>8. To delete a custom letter press DELETE.</p> | <p>The currently displayed letter will be permanently deleted.</p> |
| <p>9. Once you are finished typing your custom letters WORKEXPOT will automatically save them for you.</p> | <p>NOTE: Letters can only be saved if they have a name. Your new letters will be available as drop down letters from a list box in the Write/Edit letters dialog box elsewhere.</p> |
-

N

STORING YOUR BLOCK DATES IN WORKEXP0

What to do

1. With the WORKEXP0 main menu on your screen click on the OPTIONS button.
2. Select “Block Dates Maintenance” and click OK.
3. The BLOCK DATES dialog box will appear.

Notes

This will display the OPTIONS dialog box. From here you can choose to further options.

	Block Start Date:	Block End Date:
▶	05/12/2003	10/12/2003
*		

4. Enter your start and end dates for your block in the spaces provided.
5. WORKEXP0 will automatically save your block dates.
6. Click OK.

It is important to type dates in the following format at all times while using WORKEXP0

12/05/2002 using forward slashes between numbers

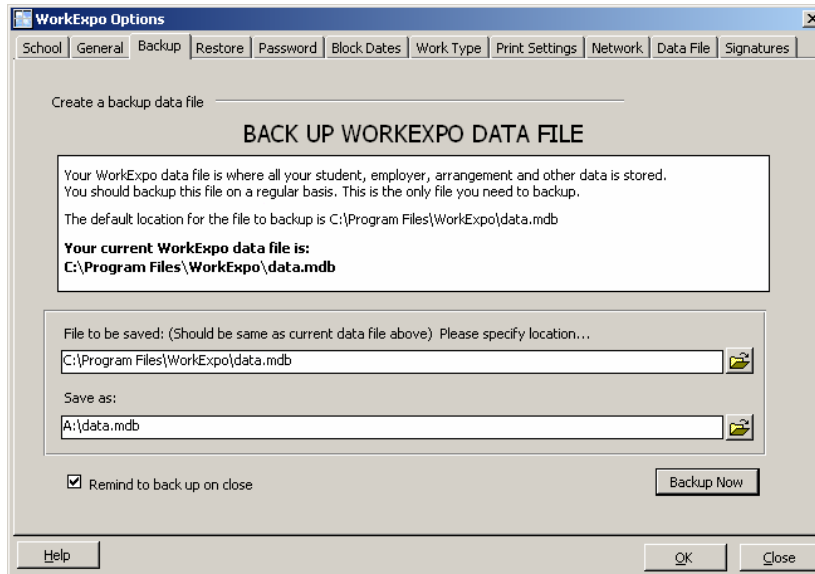
WORKEXP0 will automatically save any data once it has been entered. Several different sets of dates can be saved.

Your block dates are now stored. They will appear in the ARRANGEMENTS window as drop down dates. To change dates repeat this procedure.

O

BACKING UP YOUR DATA FILE

What to do	Notes
<ol style="list-style-type: none"> 1. Choose OPTIONS from the MAIN MENU 2. Select OPTIONS then click the “Back-up” tab. 3. The Backup Options dialog box will be displayed. 	<p>You should regularly back-up your data. Your data file stores all information you enter into WorkExpo. The default file name is DATA.MDB</p>
<ol style="list-style-type: none"> 4. In the File To Be Saved box enter the DATA.MDB file and its path. 	<p>This is the file which stores all your WORKEXP0 data, including student, employer and arrangement data.</p>
<ol style="list-style-type: none"> 5. In the Save As box enter the location and name of the backup. 	<p>The location must pre-exist on your system but the name for the <i>Save As</i> backup file can be new. You can also choose to be reminded to backup on close.</p>
<ol style="list-style-type: none"> 6. Click CLOSE or press ESC to close off the dialog box and save changes. 	



P

TROUBLESHOOTING

What to do if:	Notes
1. Dates don't seem to work properly in WORKEXPO.	Go to WINDOWS utility CONTROL PANEL and select REGIONAL SETTINGS. Make sure that AUSTRALIAN date formats are set. You may need to check TIME/DATE. Set your WINDOWS time/dates defaults as: <i>dd/mm/yyyy</i>
2. Pages don't seem to print properly.	Go to WINDOWS utility CONTROL PANEL and select PRINTERS. Make sure that the paper size A4 is the global default setting in WINDOWS. In WINDOWS 95 select the printer and choose PROPERTIES.
3. Some paragraphs seem to be overprinting onto other paragraphs.	Make sure that A4 is your standard paper size in WINDOWS. (See above) If the problem persists preview the problem document in WORKEXPO then select PRINT SETUP from the file menu and adjust the margins manually.
4. WORKEXPO is not calculating a student's AGE properly	Go to WINDOWS utility CONTROL PANEL and select REGIONAL SETTINGS. Make sure that AUSTRALIAN date formats are set. You may need to check TIME/DATE. Set your WINDOWS time/dates defaults as: <i>dd/mm/yyyy</i>
5. My DATA.MDB file is too big to fit on a floppy disk	Exit WORKEXPO. Compact the DATA.MDB file by running the REPAIR DATA FILE utility on the START/WORKEXPO menu

Q

GETTING HELP

What to do	Notes
<ul style="list-style-type: none"> With the WORKEXP0 main menu on your screen click on the HELP menu at the top of the screen. 	<p>WORKEXP0 has its own built-in on-line Windows help files.</p>
<ul style="list-style-type: none"> Select CONTENTS from the drop-down menu. 	<p>Topic heading appear in green and are underlined.</p>
<ul style="list-style-type: none"> Click on the topic heading to move to that topic. 	<p>If you are unable to find a topic select CONTENTS and click on “<i>What I want is not listed</i>”. This displays a range of further options.</p>
<ul style="list-style-type: none"> You can also select SEARCH to search for information on a particular topic. 	

SAMPLE DOCUMENTS

DEPARTMENT OF SCHOOL EDUCATION
WORK EXPERIENCE
EMPLOYER'S REPORT ON STUDENT WORK EXPERIENCE

SCHOOL: MITCHELL HIGHER COLLEGE TELEPHONE: 325 9111
ADDRESS: James Rd., Mayfield 3255
This agreement is for the benefit of the student(s) and should be discussed with the student and other staff of the school as well as the school's career counsellor or staff of the school.

Student Name: Hilary James Age: 18
Employment: Make Drapes
Address: 23 Towle Ave., Telephone: 322 3452
Mayfield 3252
Type of work performed: Draperies and Blinds
Commencement date: 15-Jun-96 Completion date: 18-Jun-96
Work experience allowed: Unrestricted

Designation of teacher: _____

Please mark the following information as appropriate for the student's work experience.

	Personal	Good	Satisfactory	Needs Improvement
Commencement and initiation				
Ability to follow job				
Willingness to accept instructions				
Ability to accept instructions				
Appearance and general presentation				
Punctuality				
General awareness of safety with the public and the business situation				
Other comments: _____				

Prepared by: _____ Date: _____
Work experience: _____

WORK EXPERIENCE ARRANGEMENT

1. **PERSON**
Name: James Date of Birth: 15 Jun 1977
Maiden Name: MACLEOD Technical College: James Rd., Mayfield
Teacher/Supervisor: Shelley Hendry Telephone: 322 3452
Home Address: 23 Towle Ave., Mayfield 3252
Home Telephone: 322 3452
Business Address: 23 Towle Ave., Mayfield 3252
Business Telephone: 322 3452

2. **THE WORK EXPERIENCE ARRANGEMENT**
Employer: Make Drapes Home No: 322 3452
Address: 23 Towle Ave., Mayfield 3252
Business Hours: 9:00 am - 5:00 pm
Type of Work: Draperies and Blinds
Start Date: 15 Jun 96 End Date: 18 Jun 96
Period of Work: 3 weeks
Reason for Work: Work Experience
Work Experience Allowed: Unrestricted


3. **PROVIDER**
Name: MACLEOD TECHNICAL COLLEGE Home No: 322 3452
Address: James Rd., Mayfield 3255
Business Hours: 9:00 am - 5:00 pm
Work Experience Allowed: Unrestricted

4. **PROFIT & LOSS STATEMENT**
Name: Make Drapes Home No: 322 3452
Address: 23 Towle Ave., Mayfield 3252
Business Hours: 9:00 am - 5:00 pm
Type of Work: Draperies and Blinds
Start Date: 15 Jun 96 End Date: 18 Jun 96
Period of Work: 3 weeks
Reason for Work: Work Experience
Work Experience Allowed: Unrestricted

5. **WORK EXPERIENCE FORM**
Name: Make Drapes Home No: 322 3452
Address: 23 Towle Ave., Mayfield 3252
Business Hours: 9:00 am - 5:00 pm
Type of Work: Draperies and Blinds
Start Date: 15 Jun 96 End Date: 18 Jun 96
Period of Work: 3 weeks
Reason for Work: Work Experience
Work Experience Allowed: Unrestricted

Employer report form


Work experience arrangement form facsimile

 **MACLEOD TECHNICAL COLLEGE**
James Rd., Mayfield 3255

15 Jun 96
Shelley Hendry
Work Experience Co-ordinator

Dear James,
This is to certify that you have completed your work experience at MACLEOD TECHNICAL COLLEGE and Make Drapes for Hilary James as part of the work experience program.
The work experience is for the period 15 June 1996 to 18 June 1996.
While on work experience all students are under the direction of the employer and Hilary has agreed to accept instructions from you. A signed copy of the Work Experience Requested form has been lodged with the school. The employer may be contacted.
If you wish to discuss Hilary prior to the commencement of the work experience, or if there are any problems during the work experience, please contact Shelley Hendry on 322 3452.
Yours sincerely,
Tom Sheridan
Principal

Billanook College



Work Experience Certificate

This is to certify that

Jacqueline Andrews

has completed the
Work Experience Program

From 6/04/96 to 15/04/96

with

Administrative & Management Services

You can print all these documents directly from WorkExpo.

Plus many, many more!

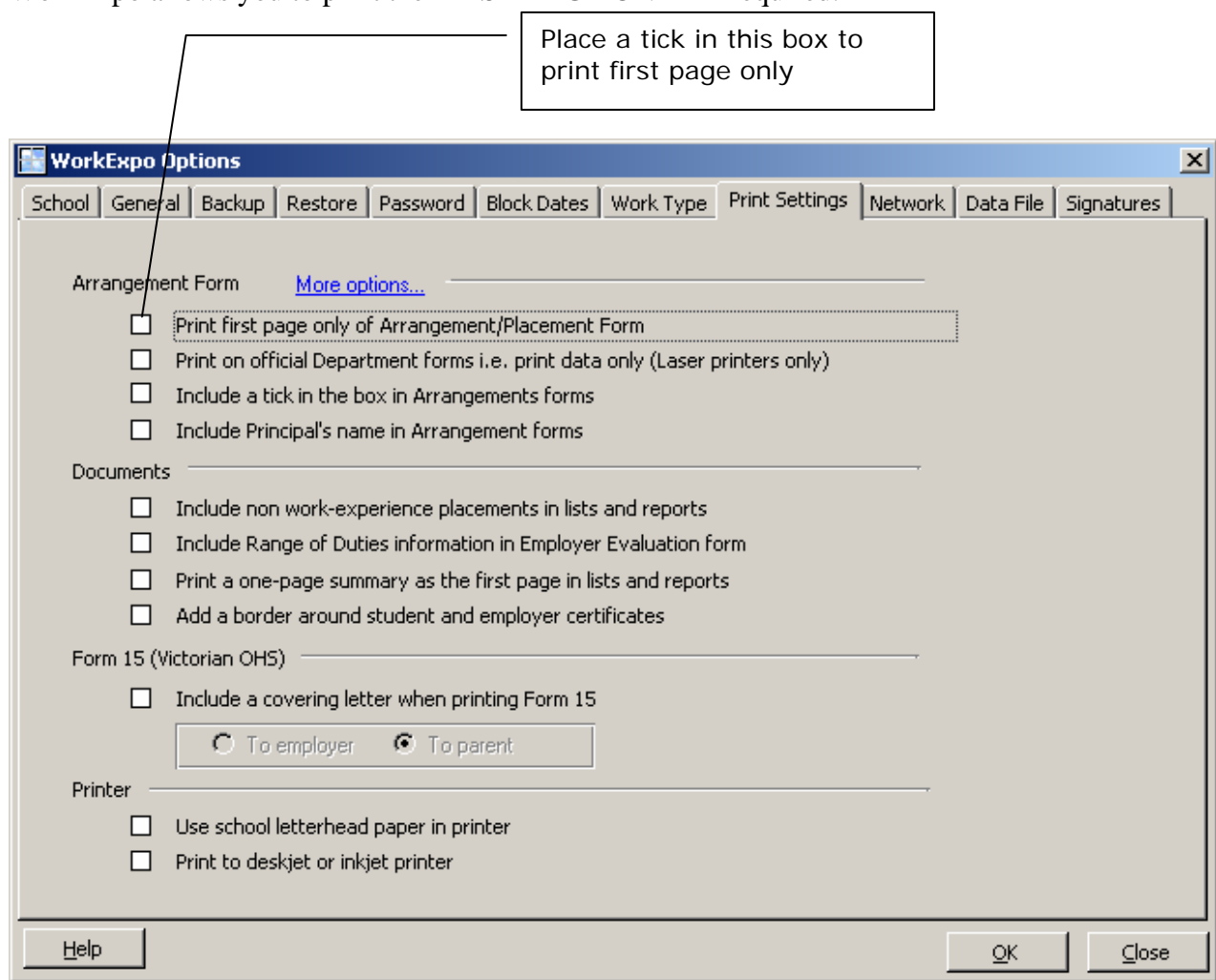
APPENDIX 1:

PRINTING DOUBLE-SIDED ARRANGEMENT FORMS

- Double sided arrangement forms are causing some difficulty and paper wastage for some schools.

Teachers have requested that they be able to print the *first page only* of the new work experience arrangement form so that they can photocopy a single blank Page 2 and print all of page 1 information directly from WorkExpo. Thus producing a single document for each student!

WorkExpo allows you to print the FIRST PAGE ONLY if required.



Follow these steps to print a single double sided form for each student

1. Photocopy page 2 of your master copy of the new form
2. Feed this photocopy, blank side up, into your printer
3. Ensure that “First Page Only” is checked, as shown above.

APPENDIX 2:

INSTALLING WORKEXPOT

- **IMPORTANT NOTE:** If installing to a Windows NT/2000 machine or a machine where permissions/profiles/policies have been set, log in as ADMINISTRATOR otherwise setup may fail.

Follow these steps to install WORKEXPOT on your computer.

1. Start Windows
2. Insert WorkExpo CD ROM in drive
3. Choose RUN from the START menu
4. Type <DRIVE>:Setup and press ENTER
5. Recommend that install WORKEXPOT to C:\Program Files\WorkExpo
6. You can also run a "quiet" installation; this will install all files in their default locations without prompting you. Type <DRIVE>:Setup.exe /q

UNLOCK/REGISTER YOUR COPY OF WORKEXPOT

All installations of WorkExpo begin as a DEMO INSTALLATION

When you enter your registration number the demo then converts to a full working version. Follow these steps:

1. From the WorkExpo main menu click the "Options" button
2. The options dialog box will appear. Click the "School" tab
3. Enter your school details, over-typing the demo details
4. Click the "Register" button and enter your registration number which is on the CD case.
5. The demo is now unlocked to a full working version.

GETTING HELP WITH ON-SCREEN TUTORIALS

1. Insert the WorkExpo Demo CD in the appropriate drive.
2. Click START/Programs/Accessories/Multimedia or Entertainment/Windows Media Player
3. Click FILE OPEN, click the BROWSE button and select any of the files from the CD in the TUTORIALS folder.

Select HELP/CONTENTS from the menu while in WorkExpo and click on What's new in for a full description and on-screen instructions.

APPENDIX 3:

WORKEXPO LICENCE AND LIMITED WARRANTY

The program is licenced for use by the purchaser only. This software is protected by international copyright treaty provisions. Therefore you must treat this software just like a single copy of a book, except that you may copy it onto a computer to use and you may make archival copies of the software for the sole purpose of backup up the software and protecting investment from loss.

Info Plan warrants the physical media and documentation enclosed herein to be free of defects in materials and workmanship for a period of sixty days from the purchase date. If Info Plan receives notification within the warranty period of defects in materials or workmanship, and such notification is determined by Info Plan Software to be correct, Info Plan will replace any defective diskette(s) or documentation.

Info Plan specifically disclaims all other warranties, express or implied, including but not limited to, any implied warranty of merchantability or fitness for a particular purpose.

WHAT YOUR WORKEXPO LICENCE INCLUDES

The WorkExpo site licence entitles you to use WorkExpo at your school for a single campus. You may install the software on more than one computer within the one site for the same group of students. You may install the software for use on a notebook computer for use with the same group of students. If you want to use WorkExpo at another campus of the same school you must purchase an additional licence. There is a cost of an additional campus licence for each additional campus.

TECHNICAL SUPPORT

12 months support from date of purchase. Additional support packages are also available. Contact Info Plan Software for details.

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