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# NDA

Business Skills ● ● ●  
Qualifications ● ● ●  
IT Solutions ● ● ●

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Welcome to NDA's monthly email newsletter for April 2007. Many people use the Yellow and White Pages web sites as more convenient alternatives to the traditional hard copy phone directories (technophobes – please see [www.yellowpages.com.au](http://www.yellowpages.com.au) and [www.whitepages.com.au](http://www.whitepages.com.au)). Google Maps is the most recent development in what we might call 'convenience' technologies. If you are not familiar with mapping products it may well take your breath away. The product is accessible both from your computer's web browser and from a web-enabled mobile phone. Read on for details.

Kind regards  
Nigel Davies  
Director, NDA

## Get located with Google Maps

Google Maps will find a particular location for you, locate a nearby business of a specified type and give you directions to travel there from your current location. Try the following!

1. Enter the address <http://maps.google.com.au> into your browser. Google Maps will display a map of Australia and give three options: Search the map, Find businesses and Get directions.
2. **Search the map.** Enter NDA's address – 110 Collins Street Hobart or 65 St John Street Launceston or 23 Stewart Street Devonport – and click the Search Maps button. The map will zoom in on the required location. You might now want to know how to get to NDA from your home.
3. **Get directions.** Click the Get directions command. Google will ask for your Start address, with the End address being given as NDA's location. Enter your home address in the Start address box and click Get directions. Google will map a route from your house to NDA and give detailed driving instructions, distance and estimated travel time (and yes, it takes one way streets into account).
4. **Find businesses.** You might want to locate a car park near NDA. Click the Find businesses command, type 'Car parking' in the What box and click the Search Businesses button. Google will locate the nearest public car park to NDA. This also works with restaurants (specify Thai, Chinese etc), retail outlets and all other business types.

You can print the map, drag it with your mouse and zoom in or out with the scroll button or by double clicking the left and right mouse buttons.

If you have a web enabled mobile phone you can download Google Maps to your phone, install it on your phone and use all the facilities listed above. If your mobile phone uses the Windows Mobile operating system it will use the phone's built-in GPS to automatically register your current location.

## New courses

In response to several requests we have developed a one day [Adobe Acrobat](#) course. We have also moved to version 8 of DreamWeaver and now offer [Introductory](#) and [Advanced](#) courses.

## Stand by rates

NDA is now able to release the following courses for Stand-by enrolment, most at significant

discounts on standard rates (to obtain the discount, please mention this email when making bookings):

#### **Hobart – IT courses**

[MYOB Advanced](#) 26 March – 20% discount \$220 (standard rate \$275)

[Access Advanced](#) 27/29 March – 20% discount \$368 (standard rate \$460)

[Visio](#) 3 April – 10% discount \$207 (standard rate \$230)

[Excel Basics](#) 5 April – 10% discount \$207 (standard rate \$230)

[Excel Advanced](#) 12/13 April – 10% discount \$414 (standard rate \$460)

[Internet Basics](#) 16 April – \$230

[DreamWeaver Introductory](#) 16/17 April – 10% discount \$495 (standard rate \$550)

[MYOB Setup & Operation](#) 19/20 April – 10% discount \$495 (standard rate \$550)

[Word Advanced](#) 23/24 April – \$460

[FrontPage Introductory / Intermediate](#) 23/24 April – \$550

#### **Hobart – Business Skills courses**

[Managing Successful Projects](#) 28/29 March – \$550

[Learning Environment](#) 4 April – 20% discount \$220 (standard rate \$275)

[Time Management](#) 5 April – 10% discount \$247.50 (standard rate \$275)

[Training Delivery](#) 26/27 April – 20% discount \$440 (standard rate \$550)

#### **Launceston – IT courses**

[Photoshop](#) 27 March – 10% discount \$247.50 (standard rate \$275)

[Publisher](#) 4 April – 15% discount \$195.50 (standard rate \$230)

[Outlook](#) 12 April – 10% discount \$207 (standard rate \$230)

[Access Introductory / Intermediate](#) 16/18 April – 10% discount \$414 (standard rate \$460)

[Word Basics](#) 17 April – 15% discount \$195.50 (standard rate \$230)

[MYOB Setup & Operation](#) 23/24 April – \$550

#### **Launceston – Business Skills courses**

[Managing Successful Projects](#) 28/29 March – 10% discount \$495 (standard rate \$550)

[Delivering Convincing Presentations](#) 30 March – 20% discount \$220 (standard rate \$275)

[Business Writing Skills](#) 24 April – 20% discount \$220 (standard rate \$275)

#### **North West – IT courses**

[MYOB Advanced](#) 26 March – 20% discount \$220 (standard rate \$275)

[Excel Basics](#) 5 April – 10% discount \$207 (standard rate \$230)

[Outlook](#) 12 April – \$230

[Excel Advanced](#) 12/13 April – 10% discount \$414 (standard rate \$460)

[Access Introductory / Intermediate](#) 16/18 April – 10% discount \$414 (standard rate \$460)

[Word Introductory](#) 17/19 April – 20% discount \$368 (standard rate \$460)

[Access Advanced](#) 20/24 April – 20% discount \$368 (standard rate \$460)

#### **North West – Business Skills courses**

[Managing Successful Projects](#) 26/27 April – \$550

Call NDA on 1300 765 376 for more information or make a [booking](#) here. Existing bookings may not be amended but where at least one person is already enrolled at full price, additional people from the organisation may be enrolled for 50% of the standard course fee. These discounts may not be used in conjunction with any other offer.

#### **Our privacy policy**

NDA's privacy statement is published in full at <http://www.nda.com.au/quickfind/privacy.html>. If you do not wish to receive the NDA newsletter, please click [here](#).

#### **Contact details**

**HOBART**

Level 3, Trafalgar Centre,  
110 Collins St  
Hobart TAS 7000  
Phone: (03) 6224 2660  
Email: [hobart@nda.com.au](mailto:hobart@nda.com.au)

**LAUNCESTON**

Level 1,  
65 St John Street  
Launceston TAS 7250  
Phone: (03) 6334 4910  
Email: [launceston@nda.com.au](mailto:launceston@nda.com.au)

**DEVONPORT**

The Roberts Building,  
23 Stewart St  
Devonport TAS 7310  
Phone: (03) 6423 4547  
Email: [devonport@nda.com.au](mailto:devonport@nda.com.au)