

Business Skills Qualifications IT Solutions



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NDA Website

Welcome to NDA's monthly email newsletter for December 2006. This month we welcome Jeff Garner to our Launceston office. Jeff has responsibility for growing the software development side of our business and for presenting programming courses. We also say a sad farewell to Danny Moore who has made such a valuable contribution to our Hobart office over the last four years – all the best Dan!

As its Christmas we have a couple of extra special offers in our 'stand by' rates; some 'two for the price of ones' and a 'next enrolment free' offer. This is a new offer where the first person that contacts us to book on the course identified below and who mentions this newsletter is free! We wish all our clients an excellent Christmas with family and friends – NDA will close for the Christmas holiday on Wednesday 20 December and reopen on Monday 8 January. Kind regards

Nigel Davies

Director, NDA

Seven time saving Word tips

We recently had cause to invite several people to complete a Microsoft Word formatting exercise. It was instructive to watch the different methods used – everyone completed the task eventually but most people took three or four times longer than necessary. Here are 7 Word tips based on the 'short cut' skills that people were least familiar with.

- If several paragraphs of text are to be formatted in the same way, select all the paragraphs and apply the format once, rather than selecting each paragraph individually and applying the same format several times.
- If you already have an example of the format you want to use, select the text, click the Format Painter tool and 'paint' the format on the other paragraphs (double click the Format Painter tool to format several non-adjacent paragraphs).
- 3. Very few people understand styles. You should learn this technique if you want to quickly and consistently create documents that can be easily re-formatted.
- 4. You do not have to slavishly select every character in a paragraph to apply a paragraph format a single click anywhere in the paragraph suffices.
- 5. Control+A is the keyboard shortcut to select an entire document.
- 6. Control+] is the keyboard shortcut to 'grow' a font and Control+[to shrink a font.
- Control+T is the keyboard shortcut to achieve or increase a hanging indent (like this paragraph) and Contrl+Shift+T to decrease a hanging indent.

Jeff Garner – software development

We welcome Jeff as a refugee from the increasing temperatures of Queensland to the cooler climes of Northern Tasmania. Jeff has 25 years experience in the IT industry, including the roles of consultant, computer services manager and university lecturer. His extensive experience in commercial software development is backed up by a first class honours degree in business and a masters degree in IT. Jeff is available to assist clients with the development of new business systems, including the analysis, design, coding, installation, staff training and documentation.



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

Publisher 29 November – 10% discount \$207 (standard rate \$230)

Designing Simple Websites 1 December – 20% discount \$184 (standard rate \$230)

Excel Advanced 6/8 December - \$460

Access Introductory / Intermediate 11/13 December – 15% discount \$414 (standard rate \$460)

Word Introductory 12/14 December – 10% discount \$414 (standard rate \$460)

Introduction to PCs 19/20 December – 10% discount \$414 (standard rate \$460)

Hobart - Business Skills courses

<u>Time Management</u> 30 November – 10% discount \$247.50 (standard rate \$275)

Conflict Resolution & Assertiveness 12 December – two for the price of one \$275

Writing Convincing Reports 14 December – 20% discount \$220 (standard rate \$275)

Launceston - IT courses

Publisher 29 November – next enrolment free! (standard rate \$230)

Designing Simple Websites 1 December – two for the price of one \$230

FrontPage Advanced 6/7 December – 15% discount \$467.50 (standard rate \$550)

Internet Basics 11 December – 20% discount \$184 (standard rate \$230)

Access Introductory / Intermediate 11/13 December – \$460

Word Intermediate 14/18 December - \$460

MYOB Payroll 18 December – 10% discount \$247.50 (standard rate \$275)

Intro to PCs 19/20 December – 10% discount \$414 (standard rate \$460)

Launceston - Business Skills courses

Time Management 30 November – 10% discount \$247.50 (standard rate \$275)

<u>Learning Environment</u> 4 December – 20% discount \$220 (standard rate \$275)

Superior Customer Service 8 December – two for the price of one \$275

Conflict Resolution & Assertiveness 12 December – \$275

OH&S in the Workplace 13 December – 20% discount \$220 (standard rate \$275)

Business Writing Skills 19 December – 15% discount \$233.75 (standard rate \$275)

North West - IT courses

Publisher 29 November – 20% discount \$184 (standard rate \$230)

Project 5/7 December – 20% discount \$368 (standard rate \$460)

Excel Advanced 6/8 December - \$460

Word Intermediate 14/18 December – 10% discount \$414 (standard rate \$460)

Intro to PCs 19/20 December – 10% discount \$414 (standard rate \$460)

Call NDA on 1300 13 1983 for more information or make a <u>booking</u> 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/Privacy.htm. If you do not wish to receive the NDA newsletter, please click here.

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