

fly'. Try **Ctrl+Enter** to stay where you are or **Shift+Enter** to move up one cell. You can even use **Alt+Enter** to start a new line in the same cell for text entries (turning on text wrap in the process).

If you need to type a lot of data into a rectangular block of cells, you can highlight the block first. Now the Enter key will always stay within the block, moving up to the top of the next column after it reaches the bottom of the selection. You can also use Tab to move to the right first and then down (or Shift+Tab to go left and then up).

Business skills – project management

Project management skills are beneficial to almost everyone. Regardless of whether you are a builder, software engineer or administrator, tasks still have to be completed on time and with available resources. Project management skills help you do this better! And if you have responsibility for managing or delegating tasks, these skills will help you to define tasks more clearly and maintain tighter control over their completion.

NDA can assist you in acquiring project management skills in several ways:

- Attend our one-day [Managing Successful Projects](#) training course to understand the theory of project management – identifying and specifying goals, defining project scope, identifying and managing risk, planning, scheduling and reporting.
- Complete our [Microsoft Project](#) training course and learn how to use Microsoft's project management software to streamline planning, resource management, costs management and reporting.
- Study for a nationally accredited [Certificate IV](#) or [Diploma](#) qualification in Project Management. The qualifications may be completed through a convenient mix of instructor-led and at-the-workplace tuition.
- We offer consultancy support in developing project plans, which can then be handed over to your staff for implementation.

IT skills

Junk email filters can be effective in reducing unsolicited mail in your Inbox. However there is always the danger of filtering the email that gives you seven days to claim a \$1m inheritance from an elderly aunt. To make sure you receive your inheritance, and this newsletter, follow these steps now (Microsoft Outlook):

1. Choose **Actions, Junk E-mail**.
2. Choose **Add Sender's Domain (@example.com) to Safe Senders List**.
This will ensure you continue to receive emails sent from NDA.

NDA fees and services – January 2006

Click [here](#) for NDA services and fee schedule for January 2006 – June 2006.

Our privacy policy

NDA will not provide your email address or contact details to any other party. 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](#). You will receive one more email from NDA confirming your removal from our mailing list.

Contact details

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

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

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