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Business Skills ● ● ● ●  
Qualifications ● ● ● ●  
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Welcome to NDA's monthly email newsletter for February 2007. This month we are pleased to launch the new NDA website. The new site more accurately reflects the wide range of services now offered by NDA – IT training, business skills training, traineeships, qualifications, software development, room hire, training needs analysis and technical writing. The site also incorporates many new features which we trust you will find useful.

Kind regards

Nigel Davies  
Director, NDA

### NEW! NDA website

NDA's new website is at the same address as previously – [www.nda.com.au](http://www.nda.com.au) If you have existing links to course dates or course outlines these may need to be updated. New features include:

- Online help desk – support on all material covered in the training (an extension of our free telephone support)
- Online payments – pay online via credit card at the time of booking or for an existing invoice
- Hints & tips – useful hints and tips updated monthly
- Special offers – a list of upcoming courses with special 'stand-by' rates
- Course files – download course files for all IT courses
- Quick find menu – visible on every page with links to course dates, outlines, bookings, etc
- Pricing – standard pricing rates are listed for all courses
- Staff profiles – information on the qualifications and experience of NDA staff
- Testimonials – see what our other clients have to say about us

Please take some time to explore our new website. We would appreciate any feedback you might be able to give on the new site.

### Hints & tips

#### Stuck for Words?

Ever have trouble finding that 'right' word for your Word document? Just type any similar word that comes to mind, right mouse click the word and choose *Synonyms*. You should see a list of words with similar meaning from which you can choose.

#### Going Places

When you choose Open or Save in an Office program, you will see a list of common file locations in the sidebar (eg My Documents, My Computer, Desktop etc). But is everything you want, like your templates folder or where you really keep most of your files, actually listed? Probably not. Try this: in Word choose *File, Open* and navigate to the location you want. In the File, Open dialog box, choose *Tools, Add to "My Places"* and the folder will be appended to the list of file locations in the sidebar. To customise the name, right mouse click the folder in the sidebar and choose *Rename*. Your new places will appear in the Open and Save dialogs in all Office applications.

### 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

[Photoshop](#) 2 February – 10% discount \$247.50 (standard rate \$275)

[DreamWeaver Introductory](#) 6/8 February – \$440 (standard rate \$550)

[Project](#) 13/15 February – 10% discount \$414 (standard rate \$460)

[QuickBooks](#) 19/20 February – 10% discount \$495 (standard rate \$550)

[MYOB Setup & Operation](#) 22/23 February – 10% discount \$495 (standard rate \$550)

[Powerpoint](#) 27 February – 10% discount \$207 (standard rate \$230)

#### Hobart – Business Skills courses

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

[Conflict Resolution & Assertiveness](#) 28 February – 20% discount (standard rate \$275)

### Launceston – IT courses

[Publisher](#) 8 February – 10% discount \$207 (standard rate \$230)

[Excel Basics](#) 8 February – standard rate \$230

[Access Intro/Intermediate](#) 19/21 February – 10% discount \$414 (standard rate \$460)

[MYOB Setup & Operation](#) 22/23 February – 10% discount \$495 (standard rate \$550)

### Launceston – Business Skills courses

[Assessment](#) 5/6 February – 20% discount \$660 (standard rate \$825)

[Professional Telephone Techniques](#) 9 February – 20% discount \$220 (standard rate \$275)

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

### North West – IT courses

[Publisher](#) 8 February – 20% discount \$184 (standard rate \$230)

[Project](#) 13/15 February – 10% discount \$414 (standard rate \$460)

[Excel Advanced](#) 14/16 February – 10% discount \$414 (standard rate \$460)

### North West – Business Skills courses

[Time Management](#) 7 February – 20% discount \$220 (standard rate \$275)

Call NDA on 1300 13 1983 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)