



Business Skills
IT Solutions
Qualifications



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Keep informed with Google Alerts

Most computer users use Internet search sites such as Google to locate hard-to-find information.

In a perfect world we might use the Web to check for new developments in our area of interest every week, but sometimes the less urgent tasks get overlooked.

A new development, Google Alerts, can keep you informed of new developments automatically, every day – and it's free. You enter the topics on which you wish to be informed and Google sends you an email alert whenever new information about your topic is published on the Web.

For example, you might have a business that supplies catering equipment to restaurants and you want to know whenever a new restaurant opens in Tasmania. To create an alert on this topic:

1. Go to Google's Australian website at <http://www.google.com.au>.
2. Click on the More link to view the subsidiary services Google offers and choose the Alerts service.
3. Type an appropriate search term – perhaps “new restaurant in Tasmania”.
4. Enter your email address and click Create Alert.

Google will email you every time a new entry appears in the top 20 websites returned by your search term. The email will contain a link to the new entry – just click on the link to go there.

Our hypothetical catering supply firm could also create other useful links – perhaps “glassware supplier in Australia” and “restaurant supply services”. Other alerts could mention key clients and competitors by name.

There is no limit to the number of alerts that each user can create.

Nigel Davies

Director, NDA

Stand by rates

To obtain the discounts listed below, please mention this email when making a booking.

Hobart – IT courses

- [Internet Basics](#) 17 Mar – \$176 (standard rate \$220)
- [Access Intro](#) 21/23 Mar – \$374 (standard rate \$440)
- [SQL Intro](#) 23 Mar – \$200 (standard rate \$250)
- [PowerPoint](#) 24 Mar – \$176 (standard rate \$220)
- [Intro to PCs](#) 27/29 Mar – \$396 (standard rate \$440)
- [PhotoShop](#) 29 Mar – \$225 (standard rate \$250)
- [MYOB Time Billing](#) 31 Mar – \$130 (standard rate \$150)

Hobart – Business Skills courses

- [Understanding Financial Reports](#) 16 Mar – \$200 (standard rate \$250)
- [Managing Successful Projects](#) 30 Mar – \$225 (standard rate \$250)

Launceston – IT courses

- [Excel Adv](#) 14/16 Mar – \$396 (standard rate \$440)
- [Outlook](#) 15 Mar – \$176 (standard rate \$220)
- [Word Intro](#) 16/20 Mar – \$396 (standard rate \$440)
- [MYOB Setup and Operation](#) – \$450 (standard rate \$500)
- [SQL Intro](#) 23 Mar – \$200 (standard rate \$250)
- [Intro to PCs](#) 27/29 Mar – \$374 (standard rate \$440)
- [MYOB Advanced](#) 28 Mar – \$225 (standard rate \$250)
- [PhotoShop](#) 29 Mar – \$225 (standard rate \$250)

Launceston – Business Skills courses

- [Time Management](#) 6 Apr – \$200 (standard rate \$250)
- [Managing Successful Projects](#) 30 Mar – \$225 (standard rate \$250)

North West – IT courses

- [Excel Adv](#) 14/16 Mar – \$396 (standard rate \$440)
- [Internet Basics](#) 17 Mar – \$176 (standard rate \$220)
- [Access Basics](#) 21 Mar – \$176 (standard rate \$220)
- [MYOB Payroll](#) 24 Mar – \$200 (standard rate \$250)
- [MYOB Adv](#) 28 Mar – \$225 (standard rate \$250)

Please 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 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.

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