



*AutoComplete suggestions.* This will also prevent Word from arm-twisting you into typing things such as *Dear Mom and Dad* and *Yours truly*.

9. Typing in Excel. If you want to get rid of the green square that sometimes appears in the upper left corner of cells, choose Tools, Options, Error Checking and switch off *Enable background error checking*.

10. Office 2007 users. To prevent Office from writing .docx files that no one else can read, click the Office button, choose Word / Excel Options, Save and set *Save files in this format* to *Word / Excel 97-2003* format.

### **E-tourism project**

The purpose behind the writer's cross-state jaunts last month was to deliver training in e-marketing and e-distribution to 160 of Tasmania's small tourism operators. This project, funded by Skills Tasmania and the Tourism Industry Council Tasmania, aims to help small operators sell through outlets such as Wotif.com.au to the growing number of people who book online.

In the process NDA (and hopefully the operators) are learning a great deal about cutting edge topics such as channel management software and search engine optimisation (SEO).

Every organisation that has a website should understand the significance of SEO. Properly applied SEO techniques makes a website more useful to clients and achieve higher positions in Google searches. Let me know if you want more information about this. If there is sufficient demand we will present some half-day seminars on the subject.

*Excellent information supplied. Thoroughly enjoyed, thank you.* Miranda Randall, Bicheno Holiday Apartments.

*Very good – learnt lots.* Ian Ferrier, Mountain Bike Tasmania.

*Covered all I expected and more.* Annette Manley, Airlie on the Square, Launceston.

### **Stand by rates**

NDA is now able to release the following courses for stand-by enrolment, some at significant discounts on standard rates (to obtain the discount, please mention this email when making bookings):

#### **Hobart – IT courses**

[Intro to PCs with Windows and Office 2003](#) 27/29 Oct – 20% discount \$368 (standard rate \$460)

[Designing & Maintaining Simple Websites](#) 30 Oct (standard rate \$230)

[PowerPoint 2007](#) 30 Oct – 20% discount \$184 (standard rate \$230)

[Publisher](#) 4 Nov – 20% discount \$184 (standard rate \$230)

[Designing & Maintaining Simple Websites](#) 6 Nov (standard rate \$230)

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

[Internet Basics](#) 14 Nov (standard rate \$230)

[PowerPoint 2003](#) 21 Nov (standard rate \$230)

[MYOB Payroll](#) 21 Nov (standard rate \$275)

[MYOB Advanced](#) 24 Nov (standard rate \$275)

[Intro to PCs with Windows and Office 2007](#) 24/26 Nov (standard rate \$460)

[PhotoShop Basics](#) 25 Nov (standard rate \$275)

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

[Training Delivery](#) 30/31 Oct – 10% discount \$495 (standard rate \$550)

[Plan, Conduct & Review Assessment](#) 18/19 Nov (standard rate \$550)

[Managing Successful Projects](#) 26/27 Nov – 20% discount \$220 (standard rate \$275)

#### **Launceston – IT courses**

[Excel Basics 2003](#) 5 Nov – (standard rate \$230)

[Office 2007 Conversion](#) 6 Nov – 30% discount \$193 (standard rate \$275)

[Adobe Acrobat](#) 6 Nov (standard rate \$275)

[Designing & Maintaining Simple Websites](#) 10 Nov – 10% discount \$207 (standard rate \$230)

[Access Introductory / Intermediate](#) 18/20 Nov (standard rate \$460)

[Image Manipulation](#) 19 Nov (standard rate \$150)

[PowerPoint 2003](#) 20 Nov (standard rate \$230)

[MYOB Payroll](#) 21 Nov (standard rate \$275)

[Access Advanced 2003](#) 25/27 Nov – 20% discount \$368 (standard rate \$460)

#### Launceston – Business Skills courses

[Effective Supervision Skills](#) 17 Nov – standard rate \$275

[Managing Successful Projects](#) 26/27 Nov – 10% discount \$495 (standard rate \$550)

#### North West – IT courses

[Intro to PCs with Windows and Office 2003](#) 27/29 Oct – 20% discount \$368 (standard rate \$460)

[Excel Basics 2003](#) 5 Nov – 10% discount \$207 (standard rate \$230)

[Excel Introductory 2003](#) 5/7 Nov – 10% discount \$414 (standard rate \$460)

[Designing & Maintaining Simple Websites](#) 6 Nov (standard rate \$230)

[Internet Basics](#) 10 Nov – 20% discount \$184 (standard rate \$230)

[Project](#) 11/12 Nov – standard rate \$460

[Access Introductory / Intermediate](#) 18/20 Nov (standard rate \$460)

[MYOB Payroll](#) 21 Nov (standard rate \$275)

[Outlook](#) 24 Nov – 10% discount \$207 (standard rate \$230)

[Image Manipulation](#) 25 Nov (standard rate \$150)

Call NDA on 1300 765 736 for more information or make a [booking](#) here. Existing bookings may not be amended but where at least one person is already enrolled at the standard rate, additional people from the organisation may be enrolled for 50% of the standard rate. These discounts may not be used in conjunction with any other offer.

#### Our privacy policy

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