NDA

Business Skills
Qualifications
IT Solutions

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Welcome to NDA's monthly email newsletter for September 2006. This month we have two new .NET courses for the software development fraternity and some Microsoft Word tips for beginners and advanced users.

Last month we announced that the $500 draw for completing our client survey questionnaire was won by a staff member from Medicare Australia. They generously asked us to donate it to the RSPCA.

Kind regards

Nigel Davies
Director, NDA

.NET courses for software developers

.NET is Microsoft's Web services strategy to link information, software applications and users across the Internet – you can learn more about it here. From a progammer's perspective .NET is represented by a set of programming languages such as VB.NET and ASP.NET. You can learn about the .NET framework and how to write software in ASP.NET and VB.NET at two courses NDA is running in Hobart during September and October.

ASP.NET and the .NET Framework - Level 1, 26&27 Sep. This course provides an introduction to developing web applications with .NET. Students will learn how to use the .NET IDE to develop dynamic web sites with ASP.NET and Web Forms Controls.

ASP.NET Web Pages and Web Services - Level 2, 23-25 Oct. This course shows how to use Visual Studio.NET and Visual Basic.NET to build ASP.NET Web pages and XML Web services. You'll gain an understanding of the new architecture behind ASP.NET and how to use the new server controls. You also learn how to use ADO.NET to create data-driven ASP.NET Web forms. Call Jenny on 1300 131983 for more information on these courses.

Word tips for beginners

To increase the size of selected text, press Ctrl+]
To decrease the size of selected text, press Ctrl+[
To repeat the last command, press Ctrl+Y
To undo the last command, press Ctrl+Z
To remove all formatting from a document:
      Press Ctrl+A to select the entire text
      Press Ctrl+Q to remove all paragraph formatting
      Press Ctrl+spacebar to remove all character formatting
To set the language to English (Australia) if your spelling checker insists on United States spelling, choose Tools, Language, Set Language, English (Australia), Default, Yes, OK.

Word tips for advanced users

1. When desk top publishing a document, choose a typeface that is appropriate to the era and content of the document. While a clean looking sans serif font (Arial) is effective in a modern context, a serif font (Times New Roman) may be appropriate for a more traditional topic.

2. The font size that looks right on screen may appear large and clumsy when printed. Try a font size one point smaller – perhaps 11 pt.

3. Try using *italics* rather than **bold** for emphasis. Bold fonts break up the visual flow of a document.

4. Clusters of upper case characters appear to be larger than they really are in printed documents. You can correct this effect by formatting upper case characters with a slightly smaller point size than surrounding text – LIKE THIS, rather than LIKE THIS. The most flexible way to do this is by creating and applying a character style. Numeric strings, such as dates and financial amounts, also look better with the same treatment.

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 4 September – 10% discount $207 (standard rate $230)
Project 4/5 September – 15% discount $391 (standard rate $460)
Word Introductory 15/18 September – 10% discount $414 (standard rate $460)
Powerpoint 28 September – 15% discount $195.50 (standard rate $230)
MYOB Payroll 29 September – 15% discount $233.75 (standard rate $275)
Launceston – IT courses
Publisher 4 September – 10% discount $207 (standard rate $230)
Lotus Notes Introductory 7 September – 15% discount $144.50 (standard rate $170)
Image Manipulation 15 September – 15% discount $127.50 (standard rate $150)

Word Introductory 18/20 September – 10% discount $414 (standard rate $460)
Word Advanced 22/26 September – 10% discount $414 (standard rate $460)
Intro to PCs 25/27 September – 10% discount $414 (standard rate $460)
Powerpoint 28 September – 10% discount $207 (standard rate $230)
Access Advanced 28/29 September – 10% discount $414 (standard rate $460)

Launceston – Business Skills courses

Maintain Financial Records 5 September – 20% discount $220 (standard rate $275)
Learning Design 11/12 September – 20% discount $440 (standard rate $550)
Effective Supervision Skills 14 September – 20% discount $220 (standard rate $275)
Understanding Financial Reports 15 September – 10% discount $247.50 (standard rate $275)
Customer Relationship Management 19 September – 20% discount $220 (standard rate $275)

North West – IT courses

Excel Intermediate 8/12 September – 10% discount $414 (standard rate $460)
MYOB Payroll 29 September – 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/Privacy.htm. If you do not wish to receive the NDA newsletter, please click here.

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