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Welcome to NDA's monthly email newsletter for September 2007. As Nigel's away overseas on holiday for a few weeks, I'm sending the newsletter out for this month. We've got some useful hints and tips below, as well as some great reductions on upcoming courses. Please feel free to contact me if you require information on any of these courses.

Kind regards
Karina Stojansek
General Manager, NDA

Hints and Tips

Send To (Windows)

When you right mouse click a file or folder, you will see a 'Send To' submenu with a list of places to go (eg floppy drive, compressed folder etc). Unfortunately, many installed programs insist on putting entries here that you don't want. Not only this, you might like to add some (eg Gary's Folder). You can customise this easily by navigating to C:\Documents and Settings*YourUsername*\SendTo and adding and deleting shortcuts.

Using Scrap (Office)

Within Office applications, you can make a selection and drag and drop it to another location (eg the desktop). Windows creates a special kind of file and names it 'Scrap...' (you can rename it). This can be later dragged back into another document. If you need to shuffle and reassemble bits of a document, you could create a special scrapbook folder to hold the various pieces while you reorder them.

Making Selections (Word)

Since Word 2002, you have been able to make what is technically called a 'discontinuous selection' which means you can gather together text from different parts of the document into a single selection for formatting or cutting and pasting. Simply make the first selection with the mouse, hold down the Control key and make the second selection and so on. This also works for cells in a table which aren't next to each other.

Another method (all Word versions) involves holding down the Alt key while dragging the mouse. This allows you to highlight a column of text without getting any text either side of where you drag.

Cut and Paste (Excel)

Excel has always had a rather quaint implementation of Cut/Copy and paste. Most programs allow you to cut or copy to the clipboard and make multiple pastes to various locations. Excel, not only deletes the material from the clipboard after the first paste, but annoyingly zaps it if you do *anything* other than paste it immediately.

The way around this is to use the Office clipboard. Choose *View - Task Pane* to show the task pane if it's not already visible, then from the dropdown at the top, choose *Clipboard*. When this is

visible, any cuts and copies you make will accumulate. You can now easily click the arrow beside an entry and paste it into the active cell(s).

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

[Excel Advanced](#) 11/14 Sept – 20% discount \$368 (standard rate \$460)

[Publisher](#) 17 Sept – 10% discount \$207 (standard rate \$230)

[Access Introductory/Intermediate](#) 18/20 Sept – 10% discount \$414 (standard rate \$460)

[Word Intermediate](#) 19/21 Sept – 20% discount \$368 (standard rate \$460)

[MYOB Advanced](#) 27 Sept – 20% discount \$220 (standard rate \$275)

[PowerPoint](#) 27 Sept - 10% discount \$207 (standard rate \$230)

Hobart – Business Skills courses

[Delivering Convincing Presentations](#) 5 Sept – 20% discount \$220 (standard rate \$275)

[Successful Sales Techniques](#) 14 Sept – 10% discount \$248 (standard rate \$275)

Launceston – IT courses

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

[Windows XP Introductory](#) 6 Sept - 20% discount \$184 (standard rate \$230)

[Excel Introductory](#) 5/7 Sept – 20% discount \$368 (standard rate \$460)

[Project](#) 7/13 Sept - 20% discount \$368 (standard rate \$460)

[Excel Intermediate](#) 7/11 Sept – 20% discount \$368 (standard rate \$460)

[Excel Advanced](#) 11/13 Sept - 20% discount \$368 (standard rate \$460)

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

[MYOB Setup and Operation](#) 10/11 Sept – 20% discount \$440 (standard rate \$550)

[Adobe Acrobat](#) 12 Sept - 10% discount \$248 (standard rate \$275)

[SQL Introductory](#) 14 Sept - 10% discount \$248 (standard rate \$275)

[Outlook](#) 14 Sept - 20% discount \$184 (standard rate \$230)

[Access Introductory/Intermediate](#) 18/20 Sept – 10% discount \$414 (standard rate \$460)

[Crystal Reports Introductory](#) 18/19 Sept - 20% discount \$440 (standard rate \$550)

[Crystal Reports Advanced](#) 20/21 Sept - 20% discount \$440 (standard rate \$550)

[Windows 2000/2003 Basic Administration](#) 24/25 Sept – 20% discount \$632 (standard rate \$790)

[MYOB Advanced](#) 27 Sept – 20% discount \$220 (standard rate \$275)

Launceston – Business Skills courses

[Delivering Convincing Presentations](#) 5 Sept – 20% discount \$220 (standard rate \$275)

[Conducting Successful Meetings](#) 7 Sept – 20% discount \$220 (standard rate \$275)

North West – IT courses

[Excel Basics](#) 5 Sept – 20% discount \$184 (standard rate \$230)

[Excel Intermediate](#) 7/11 Sept – 20% discount \$368 (standard rate \$460)

[Project](#) 12/13 Sept – 20% discount \$368 (standard rate \$460)

[Word Intermediate](#) 14/21 Sept – 20% discount \$368 (standard rate \$460)

[MYOB Payroll](#) 25 Sept – 10% discount \$248 (standard rate \$275)

Call NDA on 1300 765 376 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.

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