



8. Use Task Assignments to delegate tasks and keep track of progress.

9. Use Rules and Alerts to highlight important e-mails.

10: Switch on AutoPreview and the Reading Pane to speed up screening unimportant e-mails.

Bonus tip no 11: Keep dry in the digital deluge – the only name(s) in the To: field should be people whose actions are directly affected by receipt of your e-mail. If there are any names in the Cc: field it should be people whose responsibilities demand that they be aware of these actions.

Bonus tip no 12: Apart from NDA's newsletter, keep e-mails to a maximum length of around ten lines. If the subject is complex pick up the phone.

### Information at your fingertips with Outlook Notes

Outlook Notes is the place to store the ephemera of life that previously decorated your screen with sticky notes. Here are some suggestions:

- Instructions for completing infrequently performed tasks.
- ABNs, ACNs and tax file numbers.
- Website user names and passwords.
- Bank account numbers and PINs (Hint: Outlook is secured by your personal log on and password but it might be an idea to call this one something other than 'Bank account details'.
- Software keys.
- Frequent Flyer numbers and PINs.
- Credit card details (numbers, renewal dates, annual fees, credit limits, interest rates and PINs).
- Newspaper advertising column widths and cost per centimetre.

### 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 Aug – 20% discount \$368 (standard rate \$460)

[PowerPoint 2007](#) 28 Aug – 20% discount \$184 (standard rate \$230)

[Publisher](#) 1 Sep – 20% discount \$184 (standard rate \$230)

[Visual Basic Programming](#) 1/2 Sep (standard rate \$550)

[Quickbooks](#) 2/4 Sep (standard rate \$550)

[Outlook](#) 12 Sep – 10% discount \$207 (standard rate \$230)

[Word Intermediate 2007](#) 17/19 Sep – 20% discount \$368 (standard rate \$460)

[Access Introductory / Intermediate 2003](#) 18/19 Sep (standard rate \$460)

[MYOB Setup and Operation](#) 29/30 Sep (standard rate \$550)

#### Hobart – Business Skills courses

[Business Writing Skills](#) 26 Aug – 20% discount \$220 (standard rate \$275)

[Learning Design](#) 8/9 Sep – (standard rate \$550)

[Understanding Financial Reports](#) 12 Sep – 20% discount \$220 (standard rate \$275)

[Customer Relationship Management](#) 22 Sep – (standard rate \$275)

[Managing Change](#) 15 October – 10% discount \$247 (standard rate \$275)

#### Launceston – IT courses

[Excel Basics 2003](#) 1 Sep – 30% discount \$161 (standard rate \$230)

[Excel Advanced 2003](#) 9/12 Sep – standard rate \$460

[Project](#) 10/11 Sep – standard rate \$460

[Word Intermediate 2007](#) 17/19 Sep – standard rate \$460

[Word Advanced 2007](#) 19/23 Sep – standard rate \$460

[Access Advanced 2003](#) 19/23 Sep – 20% discount \$368 (standard rate \$460)

[PhotoShop](#) 26 Sep – 20% discount \$220 (standard rate \$275)

#### Launceston – Business Skills courses

[Effective Supervision Skills](#) 11 Sep – standard rate \$275

#### North West – IT courses

[Word Intermediate 2003](#) 26/27 Aug – standard rate \$460

[Word Advanced 2003](#) 26/27 Aug – 20% discount \$184 (standard rate \$230)

[PowerPoint 2007](#) 1 Sep – 20% discount \$184 (standard rate \$230)

[Excel Introductory 2003](#) 3/5 Sep – 10% discount \$414 (standard rate \$460)

[Publisher](#) 4 Sep – standard rate \$230

[MYOB Setup and Operation](#) 8/9 Sep (standard rate \$550)

[Project](#) 10/11 Sep – standard rate \$460

[Word Intermediate 2007](#) 12/19 Sep – 10% discount \$414 (standard rate \$460)

[Word Advanced 2007](#) 19/23 Sep – standard rate \$460

[PowerPoint 2003](#) 25 Sep – standard rate \$230

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

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](#). If you would like to subscribe to the NDA newsletter please click [here](#).

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