



## Jane Grainger, CJD Equipment

*The easiest way to convert a "number" in a cell to an actual number (eg if you copy & paste data from accounting software and the data pastes as text) is to type 1 in a blank cell, copy that cell with 1 in it, highlight all the cells that you want to convert to numbers, paste special, select multiply (under operation), then ok.*

### Sandra Sugden, Australia Post

**Comment.** A neat solution to a fairly common problem. An alternative method is to use the Value function in an adjacent cell =Value(cell ref).

*The AND formula can greatly simplify nested IF statements. Eg the following two formulas check if three cells are the same, but the second is much easier to read:*

*=IF(A17=B17,IF(B17=C17,"Yes","No"),"No")*

*=IF(AND(A17=B17, B17=C17),"Yes","No")*

### Doug Beer, Tasmanian Ports Corporation

**Comment.** Yes, and the more values you compare the simpler it becomes - this is covered in NDA's [Excel Advanced](#) course. Doug reminds me that I used to be his IT Lecturer - in 1989 :-).

We received an excellent selection of formula tips from a client but on closer inspection they came from the December 2007 edition of this newsletter but - hey - its nice to know they are in circulation. You can review the original version on our website at [Top Excel Formula Tips](#).

**And the winner is...**Jennie Reid of Internet Tasmania, for the general all-round usefulness of her suggestion re customising toolbars. A \$100 Myer voucher is on its way to you, Jennie. Next month we will include a tutorial on this subject and identify our favourite non-standard Office tools.

## The Laptop on a Small Boat Problem

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Last month we recounted the problem of a sailor friend trying to read compass bearings from a laptop while on a small boat pitching in a heavy sea. He wanted the ability to click on a cell and have that row automatically highlight in some way to more easily read a bearing from further along the same row. Three solutions were received. Tomasz Pinkiewicz and Rob Van Tholen both produced VB solutions while Doug Beer (appropriately from the Tasmanian Ports Corp) made the simple suggestion of switching on Data, Filter, AutoFilter then selecting the appropriate bearing from the drop down list. Our client liked the simplicity of the AutoFilter solution but my preference is for Tomasz' VB solution as the one click operation increased the font size of the selected row as well as hiding unselected rows. Tomasz - call by our Launceston training centre sometime and pick up a bottle of Bass Strait 2006 Tasmanian Pinot from Reception as your prize.

## Too Much Work - Not Enough Staff?

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With recent cut backs in staff and a freeze on hiring replacements now is the time to think of using a Group Training Organisation (GTO) to meet some of your staffing needs. NDA is an accredited GTO and has many excellent people on our books who are all looking for positions. **If you are a Government Department we are likely to be twice as competitive in price as employing your own trainees.**

NDA has several [competitive advantages](#) over other RTOs and GTOs for either supplying a trainee or for offering traineeships to your existing staff. Talk to us - phone Chris on 1300 765 736.

## TAA Bridging Course from Cert IV Training & Assessment

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We have developed a two-day bridging course for trainers who have the old Certificate IV qualification in training and assessment and who need to upgrade it to the new [Training and Assessment](#) (TAA) qualification. The course comes with comprehensive documentation and provides a quick and painless way to move to the new qualification. For further information call Kristina on 1300 765 736

## NDA Fee Schedule - July 09 to June 10

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Please see [here](#) for the NDA fee schedule for the period July 2009 to June 2010. These rates apply to all services booked after July 20 other than the discounted rates below.

## Forthcoming Training Courses

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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 phone Kristina on 1300 765 736** and mention this email when making bookings):

### Hobart – IT courses

[Word Intermediate 2007](#) 20/30 Jul – 30% discount \$322 (standard rate \$460)

[Crystal Reports Advanced](#) 20/21 Jul – standard rate \$550

[Access Introductory / Intermediate 2007](#) 21/22 Jul – 20% discount \$368 (standard rate \$460)

[PowerPoint 2003](#) 24 Jul – 10% discount \$207 (standard rate \$230)

[MYOB Payroll](#) 24 Jul – standard rate \$275

[MYOB Advanced](#) 27 Jul – standard rate \$275

[MYOB Time Billing](#) 31 Jul – standard rate \$150

[Excel Introductory 2007](#) 6/10 Aug – standard rate \$460

[Office 2007 Conversion](#) 7 Aug – 30% discount \$193 (standard rate \$275)

[Excel Intermediate 2007](#) 10/12 Aug – standard rate \$460

[Outlook 2007](#) 13 Aug – standard rate \$230

[Access Introductory / Intermediate 2003](#) 17/19 Aug – standard rate \$460

[Word Introductory 2003](#) 18/20 Aug – standard rate \$460

[MYOB Setup and Operation](#) 20/21 Aug – standard rate \$550

[Word Intermediate 2003](#) 20/24 Aug – standard rate \$460

[MYOB Payroll](#) 24 Aug – standard rate \$275

[Intro to PCs with Windows and Office](#) 27/28 Aug – standard rate \$460

### Hobart – Business Skills courses

[Effective Supervision Skills](#) 4 Aug – standard rate \$275

[Learning Environment](#) 10 Aug – standard rate \$275

### Launceston – IT courses

[Word Intermediate 2007](#) 20/22 Jul – 20% discount \$368 (standard rate \$460)

[MYOB Setup and Operation](#) 20/23 Jul – standard rate \$550

[Access Introductory / Intermediate 2007](#) 21/22 Jul – standard rate \$460

[Word Advanced 2007](#) 22/24 Jul – standard rate \$460

[MYOB Payroll](#) 24 Jul – standard rate \$275

[MYOB Advanced](#) 27 Jul – standard rate \$275

[MYOB Time Billing](#) 31 Jul – standard rate \$150

[Publisher 2003 and 2007](#) 5 Aug – 20% discount \$184 (standard rate \$230)

[Office 2007 Conversion](#) 7 Aug – 10% discount \$248 (standard rate \$275)

[Project 2003 and 2007](#) 11/13 Aug – standard rate \$460

[Word Intermediate 2003](#) 20/24 Aug – standard rate \$460

[Word Advanced 2003](#) 24/26 Aug – standard rate \$460

### Launceston – Business Skills courses

[Time Management](#) 6 Aug – 30% discount \$193 (standard rate \$275)

[Superior Customer Service](#) 14 Aug – 20% discount \$220 (standard rate \$275)

[OH&S in the Workplace](#) 19 Aug – standard rate \$275

[Conflict Resolution & Assertiveness](#) 21 Aug – standard rate \$275

[Professional Telephone Techniques](#) 26 Aug – standard rate \$275

[Business Writing Skills](#) 25 Aug – standard rate \$275

[Managing Successful Projects](#) 29/30 Aug – standard rate \$275

### Devonport – IT courses

[Access Introductory / Intermediate 2007](#) 21/23 Jul – 20% discount \$368 (standard rate \$460)

[PowerPoint 2003](#) 24 Jul – 10% discount \$207 (standard rate \$230)

[Access Advanced 2007](#) 28 Jul – standard rate \$460  
[Internet Basics](#) 17 Aug – standard rate \$460

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