



Business Skills
 Qualifications
 IT Solutions



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Dear Client

You might recall that NDA submitted several tenders on behalf of clients for 90% funded Certificate IV and Diploma qualifications to the Productivity Places Program at the back end of 2010. These tenders were successful and we are now able to offer some spare places to clients for the following qualifications:

- [Diploma of Business Administration](#) (4 places)
- [Certificate IV in Business Administration](#) (1 place)
- [Diploma of Management](#) (2 places)
- [Diploma of Business](#) 2 places)

If you are interested in taking up any of these spots please contact me as soon as possible. The 10% client contribution is \$320 for all qualifications apart from the Certificate IV which is \$280. These places are available to employees of both public and private organisations, irrespective of any previous qualifications you may have completed.

We also hope to be able to offer a repeat of the popular Cert IV / Diploma of Project Management program we ran in 2010, either at the workplace or through five days of classroom contact (unfunded - unless you qualify for Commonwealth funding). Let me know if you would like to be added to our list of potential participants for this program.

Kind regards

Nigel Davies
Director, NDA

You are receiving this newsletter either because you attended an NDA training course and ticked the relevant box on the course review form or because a friend subscribed you. You can unsubscribe automatically at any time by clicking the link at the bottom of the email.

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Productivity Places Program 2011 - Partners Wanted

Skills Tasmania has announced that the 2011 implementation of Productivity Places will open on Saturday 19 March. In general terms this program offers 90% funding for qualifications to individuals and 70% - 90% funding for employers.

We seek expressions of interest from individuals and organisations to partner with NDA in tendering to the program. In 2010 NDA was successful with all tenders submitted on behalf of individuals and with four out of five tenders in partnership with organisations.

We offer the following Diploma and Certificate IV qualifications through this program:

- Information Technology
- Project Management
- Business Administration
- Business
- Human Resources
- Management
- Training and Assessment (TAE)

Please get in touch as an individual or organisation if you would like us to tender to the 2011 program on your behalf.

Extreme Commuting



Bored with the daily Sandy Bay Road bike commute? Get some new ideas from [Danny MacAskill](#) as he commutes from the battlements of Edinburgh Castle to the Isle of Skye.



Spreadsheets

The humble spreadsheet is probably the single most-used computing tool in the world today - yet it was only invented in 1979. The first well-known spreadsheet was Visicalc, later succeeded by Lotus 123 and then by Microsoft Excel. Apparently Microsoft supremo Bill Gates wrote some of the Excel code himself. If you are interested in how the spreadsheet got from there to here you should read [this article](#) on the development of Microsoft Excel.



Bill discovers he has a nose

The Brown Paper Bag Corner

It is our mission to bring you all that is new in technology, including (ahem) items that may tickle the sensibilities of some. Readers of an inhibited nature will not want to know about the World's first [iPhone s*x app](#).

Custom Google Maps

Google Maps provides quick location information and route options - but did you know you can customise maps with your own text, photos and location information? To do this:

1. Go to www.maps.google.com.
2. Click on the My Maps link.
3. Click Create New Map.
4. Give the map a title and enter the privacy settings.
5. Click the Edit button and customise the map using the three icons that appear on the screen.

This [video tutorial](#) should speed the learning process up a bit for you as this isn't the most intuitive software to come from Google.

Here is a link to my map showing [restaurants and public lavatories](#) (when you've gotta go...) in Venice. You can copy review information from sites such as [TripAdvisor](#) into the description fields and minimise your chances of being duded with a bad meal or being caught short afterwards. The map was accessed through an iPhone and was most useful.

[This site](#) provides links to several other examples of custom maps provided by Google.

Office 2007/2010 Conversion

Office 2007 and the ribbon marked a complete departure from previous versions of Office, causing skilled users to look like novices as they scrambled to find familiar commands in the new interface.



If you are moving from an earlier version of Office to either Office 2007 or Office 2010 you will want to get your head around the new interface and the ribbon as quickly as possible. NDA offers a half-day [Office 2007/ 2010 Conversion](#) course that may be just what you need. The course can be attended as a hands-on public course or presented as a show-and-tell seminar at your premises. **Call 1300 765 736 for details!**

Forthcoming Training Courses

The following courses will shortly be presented by NDA, some at significant discounts on standard rates (**to obtain the discount, please phone Jodie on 1300 765 736** and mention this email when making bookings):

Hobart – IT Courses

[Office 2007 Conversion](#) 2 Feb am - \$195 **two for the price of one**

[Excel Introductory](#) 4/7 Feb - \$480

[Excel Intermediate](#) 7/8 Feb - \$480

[Excel Advanced](#) 8/11 Feb - \$480 **two for the price of one**

[Microsoft Project](#) 9/10 Feb - \$480

[An Introduction to eMarketing and eDistribution](#) 9 Feb am - \$195

[Word Basics](#) 15 Feb - \$240

[Intro to PCs with Windows and Office](#) 21/23 Feb - \$480

Hobart – Business Skills Courses

[Superior Customer Service](#) 1 Feb - \$285

[Basic Business Writing Skills](#) 8 Feb - \$285

[OH&S in the Workplace](#) 18 Feb - \$285 **two for the price of one**

[Writing Convincing Reports](#) 22 Feb - \$285

[Conflict Resolution and Assertiveness](#) 23 Feb - \$285

[Training Delivery](#) 24/25 Feb - \$570

Launceston – IT Courses

[Excel Basics](#) 4 Feb - \$240 **two for the price of one**

[Excel Introductory](#) 4/7 Feb - \$480

[Excel Intermediate](#) 7/9 Feb - \$480

[Excel Advanced](#) 9/11 Feb - \$480

[Outlook](#) 14 Feb - \$240 **two for the price of one**

[Search Engine Optimisation and Google Analytics](#) 16 Feb pm - \$195

[Intro to PCs with Windows and Office](#) 21/22 Feb - \$480

Launceston – Business Skills Courses

[Superior Customer Service](#) 1 Feb - \$285 **two for the price of one**

[Time Management](#) 2 Feb - \$285

[Professional Telephone Techniques](#) 4 Feb - \$285

[Conflict Resolution and Assertiveness](#) 18 Feb - \$285

[Training Delivery](#) 28 Feb/1 Mar - \$570

Devonport – IT Courses

[Microsoft Project](#) 8/10 Feb - \$480

[Word Intermediate](#) 17/18 Feb - \$480

[Word Advanced](#) 18/22 Feb - \$480 **two for the price of one**

[Intro to PCs with Windows and Office](#) 21/23 Feb - \$480

[MYOB Setup and Operation](#) 24/28 Feb - \$570

Devonport – Business Skills Courses

[Time Management](#) 11 Feb - \$285

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LAUNCESTON

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Launceston TAS 7250
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DEVONPORT

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