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Business Skills ● ● ●
Qualifications ● ● ●
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Welcome to NDA's monthly email newsletter for May 2007. We still have one or two places left on the Diploma of Business and Certificate III in Frontline Management for managers and employees of small businesses (less than 100 employees). Clients on last year's courses made the following comments:

Well presented - easy to follow.

Great course. Can recommend NDA to anyone wanting to learn more skills. I have done many courses - all excellent.

Instructor obviously has exceptional skills in the areas covered which engaged confidence in the class.

Extremely informative and interesting course, very well presented and easily understood.

Having attended previous training courses with NDA, it is very pleasing to return to find the same pleasant, courteous and friendly staff and environment to be able to learn in.

Details of both programs are listed below – call Jenny on 1300 765 376 for more information.

Kind regards

Nigel Davies

Director, NDA

Diploma of Business

The Diploma of Business is targeted at owners and managers of small businesses (up to 100 employees). The qualification may be completed in three months through eight days of classroom training plus self-study and assessment – subjects covered include finance, marketing, people management and planning. Assessment is by the development of a business plan for your business. We have 20 places in Launceston for this qualification at the special rate of \$100*.

Please email bookings@nda.com.au today to lodge an expression of interest. Commencing soon!

* *This training program has been funded by the Office of Post-Compulsory Education & Training.*

Certificate III in Frontline Management

The Certificate III in Frontline Management is targeted at employees of small businesses (up to 100 employees). The qualification may be completed in three months through six days of classroom training plus self-study and assessment. Subjects covered are OH&S, planning, team building, time management, workplace information systems and customer service. Assessment is by the completion of project work. We have 20 places in Launceston and 20 places in Hobart for this qualification at the special rate of \$50*. Please email bookings@nda.com.au today to lodge an expression of interest. Commencing soon!

* *This training program has been funded by the Office of Post-Compulsory Education & Training.*

Hints and Tips – Microsoft Word

One of the services NDA provides with IT training courses is free phone support for an unlimited period from the *NDA Help Desk*. Here is a selection of Microsoft Word problems solved by the Help Desk last month.

Q How can I prevent a time, such as 3:00 pm, from splitting over two lines in Word?

A Insert a non breaking space by pressing Ctrl+Shift+Spacebar after "3:00" and before "pm".

Non breaking spaces can be used to prevent any text from breaking at the end of a line (James Brown, NDA Tasmania, J T Smith etc). Insert a non breaking hyphen by pressing Ctrl+Shift+Hyphen to keep hyphenated words together.

Q Is it possible to automatically insert the date in a Word document so that if the document is re-opened the date still shows the original creation date and not the current date?

A Yes – use the CreateDate field. Insert this in your document by choosing Insert, Field, CreateDate, select the required date format and press OK.

Q What is the easiest way to have the headings in a long Word table repeat at the top of each page.

A Click in the row, or rows, that you want to appear at the top of each page and choose Table, Heading Rows Repeat. Note that this will not work if there is a manual page break in the table. In this case you would need to copy and paste the heading row(s) to the second and subsequent pages.

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

[PowerPoint](#) 26 April – 20% discount \$184 (standard rate \$230)

[Publisher](#) 7 May – 10% discount \$207 (standard rate \$230)

[Project](#) 16/17 May – 10% discount \$414 (standard rate \$460)

[Outlook](#) 18 May – 10% discount \$207 (standard rate \$230)

[Crystal Reports Introductory](#) 22/23 May - \$550

[Access Introductory / Intermediate](#) 22/24 May - \$460

[Word Advanced](#) 25/29 May – 10% discount \$414 (standard rate \$460)

[FrontPage Introductory / Intermediate](#) 28/29 May – 20% discount \$440 (standard rate \$550)

[Introduction to PCs](#) 28/30 May – 10% discount \$414 (standard rate \$460)

[MYOB Advanced](#) 31 May – 10% discount \$247.50 (standard rate \$275)

Hobart – Business Skills courses

[Training Delivery](#) 26/27 April – 20% discount \$440 (standard rate \$550)

[Maintain Financial Records](#) 8 May – 20% discount \$220 (standard rate \$275)

Launceston – IT courses

[MYOB Payroll](#) 1 May – 10% discount \$247.50 (standard rate \$275)

[Internet Basics](#) 14 May – 20% discount \$184 (standard rate \$230)

[Access Introductory / Intermediate](#) 22/24 May – 10% discount \$414 (standard rate \$460)

[Introduction to PCs](#) 28/30 May – 10% discount \$414 (standard rate \$460)

[MYOB Advanced](#) 31 May – 20% discount \$220 (standard rate \$275)

[Access Advanced](#) 31May/1June - \$460

Launceston – Business Skills courses

[Business Writing Skills](#) 24 April – 20% discount \$220 (standard rate \$275)

[Effective Supervision Skills](#) 17 May – 30% discount \$192.50 (standard rate \$275)

North West – IT courses

[Designing Simple Websites](#) 8 May – 20% discount \$184 (standard rate \$230)

[Excel Introductory](#) 9/11 May – 20% discount \$368 (standard rate \$460)

[Project](#) 16/17 May – 10% discount \$414 (standard rate \$460)

[Outlook](#) 18 May – 10% discount \$207 (standard rate \$230)

[Word Introductory](#) 21/23 May – 20% discount \$368 (standard rate \$460)

[Access Basics](#) 22 May – 10% discount \$207 (standard rate \$230)

[Word Advanced](#) 25/29 May – 10% discount \$414 (standard rate \$460)

North West – Business Skills courses

[Managing Successful Projects](#) 26/27 April – 20% discount \$440 (standard rate \$550)

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.

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](#).

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