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Dear client

Welcome to the November edition of the NDA newsletter.

If your copy of this issue is a little moist and blurred it may be due to the dripping tears of the writer after the comprehensive thrashing handed out to the Oz rugby team by the All Blacks last weekend. Still, in the haka they do have one of the world's great emotional spectacles - the Maori war dance performed before each match never fails to make the hairs stand on end.



I mention this as an excuse to point you to [this YouTube video](#) of the Cook Islands v New Zealand Maoris where both teams perform the haka simultaneously. I swear the Cook Islands have a witch doctor in their line up - and is that a meat cleaver one of them is wielding?

The two teams are so fired up that when the haka ends they advance on each other and don't want to leave off and you can guess where it goes from there.

On another topic altogether, what does the word DVORAK mean to you? Maybe some guy who wrote a cello concerto? Ok, how about QWERTY? The qwerty keyboard (named after the first six letters on the top row) was actually designed to slow typists down as the levers on early mechanical typewriters would jam if you typed too fast.

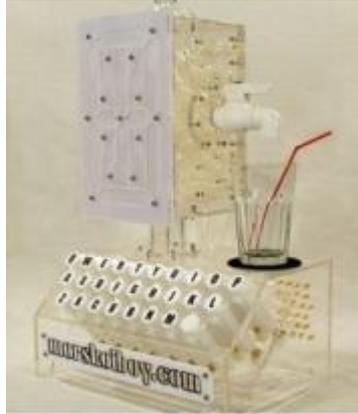
When electrical typewriters were invented this designed-in limitation became redundant and Dr August Dvorak designed a [more efficient keyboard layout](#) that permitted faster typing and reduced the chances of RSI. Unfortunately by this time everyone had become accustomed to the less efficient qwerty layout so it never caught on.

Many years ago as an impecunious student I purchased one of those old mechanical typewriters from a second-hand shop. I had it in mind to write the Great English

*I wandered lonely as a ~~sheep~~ ~~saw~~ ~~span~~ cloud...*

Poem.

Unfortunately because of distractions caused by the beer-drinking habits of my flatmates the attempts never advanced beyond a few lines of rhyming couplets, none of which can be reproduced in this publication.



*The Russian cocktail-mixing typewriter*

I was reminded of this last week when reading about the cocktail mixing typewriter invented by a Russian (who else). Every word you type generates a squirt of a different spirit into your glass. Brilliant! Now there's an incentive to generate some copy - and if it's not successful you can always drink your words.

On a similar theme you have probably come across the theory that if you gave a million monkeys a million typewriters then eventually they would write the complete works of Shakespeare\*.

This might have been what Paignton Zoo had in mind when they installed a computer and keyboard in their monkey house with six Crested Macaques. After a month the monkeys had produced five pages of the letter "s" and had broken the keyboard. I like to think the monkeys were trying to type "ssssend usss ssssome iPhonessss and we'll do Hamlet for you" but got side-tracked somewhere along the way.

Finally (and positively the last word on typewriters in this issue) I re-visited MONA a couple of weeks back and discovered a new exhibit - or one I may have missed on the previous visit. *Life Writer* is another of those old fashioned mechanical typewriters, but type a word on this one and it generates a digital bug which begins to fly around the paper; type a second word and a different bug is generated, the two bugs meet, mate and create a third flying bug, and yet more bugs are created as you type more words. Great - go and see it!



*The Life Writer exhibit at MONA*

With warm regards

Nigel Davies  
**Director, NDA**

\* In practice this would take many times longer than the age of the universe. Along the way you would generate numerous versions of Shakespeare with only a single letter error and multiple copies of all books ever published shorter than Shakespeare's works.



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## Office 2010

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A big part of Microsoft's business model is to persuade users to purchase the latest update to Office and Windows every few years. Up to about Office 2003 this made some sense as there were usually significant improvements, but after this point all we got was a completely redesigned user interface in Office 2007 and not much else in the way of improved features or usability.



And if you were familiar with the old menu system of Office 2003, moving to Office 2007 reduced you to a novice again as you fumbled around for previously familiar commands.

For this reason I (and no doubt many others) stuck with the old version: it worked, we'd paid for it and we were familiar with its capabilities and limitations.

However time passes and, like dreadlocks, tongue piercings and wearing socks with sandals, the sense of offence gradually wanes - so last month I bit the bullet and installed Office 2010. There are three big pluses that you will want to know about:

1. You can customise the ribbon. No, really, you can do just about anything to it - delete existing tabs, create new tabs, create new groups and add any commands to new groups. So you have the option of creating, say, a custom tab containing all the obscure commands you used regularly in Office 2003 but could never find in 2007.
2. You can minimise the ribbon. This gives you nearly a full page for your document with just a row of tabs across the top of the screen. Click on a tab and the relevant ribbon appears.
3. The File command (ok, tab) has been resurrected in place of 2003's Office button. Now called Backstage this contains all the commands to do things *to* a document (as opposed to *in* a document).

Of course there are lots of other new features and you can [read an extensive review here](#) (just ignore the blurry screen shots at the beginning) - and if you want the quick route to mastering Office 2010 then check out NDA's [Office 2003 to 2007 / 2010 Conversion Course](#).



## Your feedback

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Hi Nigel

Your newsletter readers may, in addition to Dropbox and Skydrive, like to try Sugarsync with 5Gb free storage, Idrive with 5Gb free storage and A-drive with 50 Gb free storage. A-Drive free storage has no security unless you pay but is great for photos if you don't mind the risk of

someone grabbing them. Cloud storage is a great way to survive with backups. Many people ravaged by floods and the like recently in Queensland survived using cloud storage for accounting and general photo archiving.

Thanks for the newsletter as it is both informative and humorous! Keep up the good work.

Cheers,

*Dave* 😊

Hi Dave

Thanks for the tips. There is also the recently released iCloud from Apple, again with 5Gb of free storage - but also the option of automatically synchronising photos, documents, appointments, contacts etc across all your Apple devices running the new iOS5 operating system.

ND

Hello Nigel:

My apologies the PDF layout of our confirmations isn't compatible with your TRIPIT app! I enjoy reading your newsletter as usual.

Kind regards,

Ken Upchurch

AutoRent Pty Ltd

Hi Ken

It might be worth sending Triplt a sample of your confirmation PDF so they can include it in their system. From the traveller's point of view it is much easier having a single, automatically generated online summary of your trip than printing and collating multiple confirmations.

ND

(PS If you are a fan of camper van holidays you should try hiring one from AutoRent Hertz. I have just returned from the most recent of many hires and have yet to find a better provider or more cleverly designed camper.)

### **Certificate IV in Training and Assessment**

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NDA offers TAE40110 [Certificate IV in Training and Assessment](#) based on the classroom courses [Learning Design](#), [Training Delivery](#) and [Assessment](#). Being a specialised training company we like to think we do a reasonable job with this qualification.

This course will give you the accreditation and, just as important, the skills to train and assess people at the workplace - why would you go anywhere else for this qualification? **Call Kristina on 1300 765 736 for more information about NDA's**

## Certificate IV in Training and Assessment.



### Forthcoming Training Courses

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

#### Hobart – IT Courses

[Introduction to PCs with Windows and Office](#) 24/26 Oct - \$480

[Crystal Reports Advanced](#) 31 Oct/1 Nov - \$570

[MYOB Setup and Operation](#) 2/3 Nov - \$570

[Excel Basics](#) 2 Nov \$240 - **two for the price of one**

[Excel Introductory](#) 2/4 Nov - \$480

[Excel Intermediate](#) 4/8 Nov - \$480

[Outlook](#) 7 Nov - \$240 - **two for the price of one**

[Crystal Reports Introductory](#) 7/8 Nov - \$570

[Microsoft Project](#) 8/9 Nov - \$480

[Word Introductory](#) 10/14 Nov - \$480

[Word Intermediate](#) 14/16 Nov - \$480

[Access Intro / Intermediate](#) 15/17 Nov - \$480

[Word Advanced](#) 16/18 Nov - \$480

[MYOB Payroll](#) 18 Nov - \$285

[PowerPoint](#) 18 Nov - \$240

[Access Advanced](#) 22 Nov - \$240

#### Hobart – Business Skills Courses

[OH&S in the Workplace](#) 25 Oct - \$285

[Conducting Successful Meetings](#) 2 Nov - \$285

[Effective Supervision Skills](#) 14 Nov - \$285

[Managing Successful Projects](#) 23/24 Nov - \$570

#### Launceston – IT Courses

[Introduction to PCs with Windows and Office](#) 24/26 Oct - \$480

[Publisher](#) 1 Nov - \$240

[Excel Basics](#) 2 Nov \$240

[Excel Introductory](#) 2/4 Nov - \$480 - **two for the price of one**

[Excel Intermediate](#) 4/8 Nov - \$480

[Crystal Reports Introductory](#) 8/9 Nov - \$570

[Excel Advanced](#) 8/10 Nov - \$480

[MYOB Payroll](#) 9 Nov - \$285

[Word Basics](#) 10 Nov - \$240

[MYOB Setup and Operation](#) 14/15 Nov - \$570

[Word Intermediate](#) 14/16 Nov - \$480

[Access Advanced](#) 22 Nov - \$240 - two for the price of one

[Visio](#) 23 Nov - \$285

[MYOB Advanced](#) 24 Nov - \$285

#### Launceston – Business Skills Courses

[Conflict Resolution & Assertiveness](#) 26 Oct - \$285

[Training Delivery](#) 27/28 Oct - \$570 - course full

[Assessment](#) 3/4 Nov - \$570 - four spots available

[Effective Supervision Skills](#) 14 Nov - \$285  
[Managing Successful Projects](#) 16/17 Nov - \$570

**Devonport – IT Courses**

[Introduction to PCs with Windows and Office](#) 24/26 Oct - \$480

[Word Intermediate](#) 20/25 Oct - \$480 - two for the price of one

[Word Advanced](#) 25/27 Oct - \$480

[Publisher](#) 1 Nov - \$240

[Excel Basics](#) 2 Nov - \$240 - two for the price of one

[Excel Intermediate](#) 4/8 Nov - \$480

[Excel Advanced](#) 8/11 Nov - \$480

[Microsoft Project](#) 8/9 Nov - \$480

[MYOB Setup and Operation](#) 10/11 Nov - \$570

[Word Basics](#) 10 Nov - \$240

[Word Introductory](#) 10/14 Nov - \$480

[Word Intermediate](#) 14/22 Nov - \$480

[Access Intro / Intermediate](#) 15/17 Nov - \$480

[MYOB Payroll](#) 18 Nov - \$285

[PowerPoint](#) 18 Nov - \$240

[MYOB Advanced](#) 21 Nov - \$285

[Word Advanced](#) 22/23 Nov - \$480

**Devonport – Business Skills Courses**

[Conflict Resolution & Assertiveness](#) 26 Oct - \$285

[Managing Change](#) 17 Nov - \$285

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