



Increase Font Size, Reduce Font Size.

It makes sense to group related tools by function (File, Format etc).

Some NDA Preferred Tools

Here are some additional Excel tools that we like to use:



Merge Cells and Unmerge Cells. These add considerably to the capabilities of the standard Merge and Center tool, avoiding the need to use the Format, Cells, Alignment, Merge command.



Show Outline Symbols, Group and Ungroup. The Data, Group and Outline command allows the user to collapse and expand large worksheets and is perhaps less well known than it should be. These tools speed up the use of the command.



Align Top. The default vertical alignment in Excel is bottom, so if row height is increased the content of each row appears at the bottom of the row. When text is wrapped within a cell it wraps upwards from the bottom of the row, spoiling the alignment. The Align Top tool corrects this.

How to Customise Toolbars

To add tools to toolbars in Excel 2003:

1. Choose **View, Toolbars, Customize** and select the **Commands** tab.
2. Click on a command in the **Categories** box.
3. Drag a tool from the **Commands** box to a location on your preferred toolbar.
4. Repeat as necessary then choose **Close**.

To remove a tool from a toolbar:

1. Choose **View, Toolbars, Customize** and select the **Commands** tab.
2. Drag a tool from its toolbar and release.
3. Repeat as necessary then choose **Close**.

To restore an entire toolbar to its original status

1. Choose **View, Toolbars, Customize** and select the **Toolbars** tab.
2. Select a toolbars in the **Toolbars** box.
3. Click the **Reset** button.
4. Repeat as necessary then choose **Close**.

Where a tool does not exist for a frequently performed task you can create one by recording a macro for the task, assigning the macro to a custom tool and placing the custom tool on a toolbar.

You can learn all about customising toolbars at NDA's [Excel Advanced](#) course.

The iPhone - even better than the hype?

The epiphany* came at a jet-lagged 2am UK time, lying in bed in a pitch-dark room responding to the morning emails back in Australia without waking my partner: here was a device that actually delivered on its promises (and my appreciation to those of you who wrote back querying my sanity and suggesting I get a life - I'm working on it :-).

The design

The design of this device is truly inspired. No joysticks or multiple buttons characteristic of other handheld devices; just a single button (more or less corresponding to a Home key) with all other operations performed by intuitive touches on the screen. And everything seems to work. No system freezes; no it-works-when-you-do-it-this-way-but-not-this-way issues. Just immediate and consistent productivity.

The delivery

Here are some highlights from the first month of use.

1. Setting up the remote email function in 60 seconds when past experience with other devices ran to several hours.
2. Pairing the phone's [Bluetooth](#)** with Bluetooth in the car (another 60 seconds), enabling hands-free phone calls through the car's audio system and steering wheel controls.
3. Auto-connecting to available free [Wi-Fi](#) services (home, trains, cafes) to minimise download charges.
4. Sitting on a train between Newcastle and Edinburgh watching a blue dot (me) on Google Maps racing up the east coast of England - the phone has a built-in GPS.

5. Using Google Maps to locate a hotel in Edinburgh, displaying the phone number of the hotel with one touch and phoning the hotel with a second touch.
6. Using Google Maps to locate the nearest service station in the Scottish Highlands when running low on diesel.
7. Using Google Maps to find an alternative route around backed up motorway traffic when running late to return a hire car.
8. Trading shares on the Australian stock market in the early hours of the UK morning (still jet-lagged!) using a free downloaded Commonwealth Securities application from Apple's iTunes website store.
9. Synchronising Outlook's Calendar and Notes with the calendar and notes on the phone and using the notes to check flight times, bank details etc.
10. On return to Australia, using the phone to video Launceston's Cataract Gorge in flood, uploading it from the phone direct to YouTube then emailing friends in the UK with a link to the video on YouTube - all done with simple screen touches. It's not exactly Peter Jackson but you can watch the video [here](#).

I am not suggesting you run out and purchase one of these. Just that, for once, here is an extremely well designed piece of equipment that delivers on its promises - and I haven't touched on the music storage and playback capabilities, fully investigated the speech operation ("play songs by U2", "play other songs like this", "phone NDA Hobart") or researched the many thousands of free and low cost applications that can be downloaded from iTunes.

Indeed some argue that "apps", or applications, for smartphones such as the iPhone are changing the way we work and think in fundamental ways. This [article in New Scientist](#) summarises the viewpoint.

The detail

I acquired a 16Gb [iPhone](#) 3GS at no up front cost on a two year, [\\$69 / month plan from Vodafone](#). Vodafone's coverage in Tasmania is sketchy (limited to the north-west coast, Launceston, Hobart and connecting highways) but considerably less expensive than [Telstra's equivalent plan at \\$159 / month](#) (which has superior network coverage through NextG). The plan includes 1Gb of Internet data per month. To use the phone for Internet access overseas you keep the cost down by purchasing a [monthly roaming data bundle](#) - \$49 gets you 25Mb of data per month. I managed to stay within this limit by using minimal email, light web browsing and accessing free Wi-Fi services when available. For higher volumes the next step up is \$199 / month for 120Mb of data. Note: care is required regarding cost per Mb for usage which exceeds contracted limits. I read of a UK resident who used his phone to download an episode from a television series while on holiday in Spain. His telecom bill that month was 37,000 pounds. You can reduce the volume of 3G data downloads considerably if you have access to Wi-Fi at work and / or home.

* A moment of sudden intuitive understanding; flash of insight

** Short range wireless connectivity standard

Too Much Work - Not Enough Staff?

Maybe now is the time to think of using a Group Training Organisation (GTO) to meet some of your staffing needs if your organisation has been affected by cut backs in staff and a freeze on hiring replacements.

NDA is an accredited GTO and has many excellent people on its 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

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. To register your interest for this course call Kristina on 1300 765 736

This Month's Oddspot

No, it's got nothing to do with IT but if you have five minutes to spare you should watch [man doing amazing things on a bike](#).

What's on at NDA this Month

9am - 12.30 pm Tuesday 25 August, Hobart. [An Introduction to E-marketing and E-commerce](#) - what to look for in an effective website, why search engine optimisation is important, why social media optimisation is important, how to sell on the Web, how to take payments on the web.

1.30pm - 5pm Tuesday 25 August, Hobart. [Search Engine Optimisation and Google Analytics](#) - how to achieve a high Google ranking for your website, how to set up Google Analytics, how to use Google Analytics to measure website effectiveness.

26 August. We are closing the Hobart centre for the day to increase the capacity of our largest training room from 9 to 16.

Forthcoming Training Courses

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

[MYOB Payroll](#) 24 Aug – 20% discount \$228 (standard rate \$285)

[Intro to e-Marketing and e-Distribution](#) 25 Aug am – standard rate \$195

[Search Engine Optimisation and Google Analytics](#) 25 Aug pm – standard rate \$195

[Intro to PCs with Windows and Office](#) 27/28 Aug – 15% discount \$408 (standard rate \$480)

[Publisher 2003 and 2007](#) 31 Aug – 25% discount \$180 (standard rate \$240)

[Excel Basics 2003](#) 2 Sep – standard rate \$240

[MYOB Setup and Operation](#) 3/4 Sep – standard rate \$570

[Expression Web Intro](#) 21/22 Sep – standard rate \$570

[PowerPoint 2003](#) 24 Sep – standard rate \$240

Hobart – Business Skills courses

[Business Writing Skills](#) 25 Aug – standard rate \$285

Launceston – IT courses

[Intro to PCs with Windows and Office](#) 26/28 Aug – 15% discount \$408 (standard rate \$480)

[PowerPoint 2007](#) 27 Aug – 25% discount \$180 (standard rate \$240)

[Project 2003 and 2007](#) 28/29 Aug – standard rate \$480

[InDesign Intro](#) 14/15 Sep – standard rate \$570

[Word Intermediate 2007](#) 16/18 Sep – standard rate \$480

[Expression Web Intro](#) 21/22 Sep – standard rate \$570

Launceston – Business Skills courses

[Business Writing Skills](#) 25 Aug – standard rate \$285

Devonport – IT courses

[Excel Introductory 2003](#) 2/4 Sep – standard rate \$480

[Excel Intermediate 2003](#) 4/8 Sep – standard rate \$480

[Word Basics 2007](#) 14 Sep – standard rate \$240

[PowerPoint 2003](#) 24 Sep – standard rate \$240

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