

From the NDA Help Desk

Two Excel questions from this week's calls:

Q. How can I find which cells on my spreadsheet are derived from external links to other Workbooks?

A. Choose the **Edit, Find** command. Type a left square bracket [in the **Find what:** box and click **Find All**. Excel will display a list of all cell addresses that contain external links (the external filename is demarcated by square brackets).

Q. How can I identify and unmerge all merged cells in a workbook?

A.. Select the entire worksheet by clicking on the rectangle in the top left corner of the worksheet just below the Address Box. Choose **Format, Cells, Alignment**. The **Merge cells** check box will be grey, indicating that some selected cells are merged and some are not. Click twice on the **Merge cells** check box to unmerge all cells and choose **OK**.

Stand by rates

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 mention this email when making bookings):

Hobart – IT courses

[Introduction to PCs with Windows and Office 2003](#) 23/25 Jun – 25% discount \$345 (standard rate \$460)

[Word Advanced](#) 2003 23/25 June – standard rate \$460

[PowerPoint 2007](#) 26 June – standard rate \$230

[MYOB Time Billing](#) 27 June – standard rate \$275

[Publisher](#) 1 July – 20% discount \$184 (standard rate \$230)

[Adobe Acrobat](#) 3 July – standard rate \$275

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

[Excel Advanced 2003](#) 8/10 July – standard rate \$460

[Project](#) 8/9 July – standard rate \$460

[MYOB Setup and Operation](#) 14/15 July – standard rate \$550

[Word Intermediate 2007](#) 14/16 July – 10% discount \$414 (standard rate \$460)

[Access Basics 2003](#) 15 July – standard rate \$230

[Access Introductory / Intermediate 2003](#) 15/17 July – standard rate \$460

[Word Advanced 2007](#) 16/18 July – 10% discount \$414 (standard rate \$460)

[Image Manipulation](#) 17 July – standard rate \$150

[PowerPoint 2003](#) 18 July – standard rate \$230

[PhotoShop Basics](#) 22 July – standard rate \$275

Hobart – Business Skills courses

[Training Delivery](#) 26/27 June – standard rate \$550

[Professional Telephone Techniques](#) 4 July – 10% discount \$248 (standard rate \$275)

[Managing Change](#) 17 July – 20% discount \$220 (standard rate \$275)

[Managing Successful Projects](#) 23/24 July – standard rate \$550

[Customer Relationship Management](#) 28 July – 20% discount \$220 (standard rate \$275)

Launceston – IT courses

[Introduction to PCs with Windows and Office 2003](#) 23/25 June – 10% discount \$414 (standard rate \$460)

[PowerPoint 2007](#) 26 June – standard rate \$230

[Excel Basics 2003](#) 2 July – standard rate \$230

[Excel Introductory 2003](#) 2/4 July – standard rate \$460

[Adobe Acrobat](#) 3 July – 20% discount \$220 (standard rate \$275)

[Crystal Reports Introductory](#) 4/7 July – standard rate \$550

[Excel Intermediate 2003](#) 4/8 July – standard rate \$460

[Excel Advanced 2003](#) 8/10 July – standard rate \$460

[Project](#) 8/9 July – standard rate \$460

[MYOB Setup and Operation](#) 14/15 July – 10% discount \$495 (standard rate \$550)

[PowerPoint 2003](#) 18 July – 20% discount \$184 (standard rate \$230)

[MYOB Advanced](#) 21 July – standard rate \$275

[PhotoShop Basics](#) 22 July – standard rate \$275

[Visual Basic Programming](#) 30 July/1 Aug – standard rate \$550

Launceston – Business Skills courses

[Conflict Resolution and Assertiveness](#) 25 June – 20% discount \$220 (standard rate \$275)

[Professional Telephone Techniques](#) 4 July – 10% discount \$248 (standard rate \$275)

[Understanding Financial Reports](#) 8 July – standard rate \$275

[Effective Supervision Skills](#) 14 July – 20% discount \$220 (standard rate \$275)

[Managing Successful Projects](#) 23/24 July – standard rate \$550

North West – IT courses

[Excel Introductory 2003](#) 3/4 July – standard rate \$460

[Excel Intermediate 2003](#) 4/8 July – standard rate \$460

[Word Intermediate 2007](#) 14/16 July – standard rate \$460

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 the standard rate, additional people from the organisation may be enrolled for 50% of the standard rate. These discounts may not be used in conjunction with any other offer.

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