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# NDA

Business Skills ● ● ●  
Qualifications ● ● ●  
IT Solutions ● ● ●

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Welcome to NDA's monthly email newsletter for May 2007. Last month I outlined some of the facilities provided by Google Maps (<http://maps.google.com.au>). Since then I have had several opportunities to use the service on a camper van trip to South Australia and found it to be excellent. These included locating ourselves in the random side street where we parked to avoid downtown Melbourne traffic, directions to a suburban Melbourne restaurant where we had arranged to meet friends, locating a camper van park in Adelaide, locating wineries in the Barossa Valley and displaying distance and driving time to various destinations.

We accessed Google Maps through a laptop computer and Telstra's Next G network. Next G gave uninterrupted wireless Internet access at 1.5mbps throughout western Victoria and South Australia, including rural locations such as the Grampians. Apart from Google Maps we used Next G on a daily basis to keep in touch with NDA through email and track a portfolio of shares. The only negative about Next G is finding out how to subscribe at Telstra's silly <http://www.beeneverywhere.com.au/> website - which feels like it needs at least a 10mbps connection to access efficiently!

Kind regards

Nigel Davies

Director, NDA

## 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.

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