

You might wish to format the footer at about 5 points so it is not too obvious on the printed document.

4. Share templates amongst your workgroup by saving them in a shared folder on a server. Point each copy of Word in your workgroup to the shared folder:

- Choose Tools, Options
- Click on the File Locations tab
- Choose Workgroup templates in the File types box
- Click on the Modify button
- Select the shared folder containing the templates
- Choose OK twice

The templates in the shared folder are now available to everyone in the workgroup.

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

[Access Advanced](#) 28/29 September – 30% discount \$322 (standard rate \$460)

[MYOB Payroll](#) 29 September – 15% discount \$233.75 (standard rate \$275)

[Access Programming](#) 2/3 October – 20% discount \$440 (standard rate \$550)

[Notes Introductory](#) 4 October – 10% discount \$135 (standard rate \$150)

[Publisher](#) 5 October – 15% discount \$195.50 (standard rate \$230)

[Outlook](#) 16 October – 10% discount \$207 (standard rate \$230)

[QuickBooks](#) 16/17 October – 15% discount \$467.50 (standard rate \$550)

[Access Introductory / Intermediate](#) 16/18 October (standard rate \$460)

[MYOB Setup & Operation](#) 19/20 October (standard rate \$550)

[ASP.NET Web Pages and Web Services - level 2](#) 23-25 October (standard rate \$1,050)

[Powerpoint](#) 25 October (standard rate \$230)

Hobart – Business Skills courses

[Professional Telephone Techniques](#) 6 October – 20% discount \$220 (standard rate \$275)

[Business Writing Skills](#) 17 October – (standard rate \$275)

[Writing Convincing Reports](#) 18 October – 20% discount \$220 (standard rate \$275)

[Training Delivery](#) 25/30 October – (standard rate \$550)

[Maintain Financial Records](#) 30 October – 10% discount \$247.50 (standard rate \$275)

Launceston – IT courses

[Designing Simple Websites](#) 2 October – 10% discount \$207 (standard rate \$230)

[Excel Basics](#) 5 October – (standard rate \$230)

[Publisher](#) 5 October – 20% discount \$184 (standard rate \$230)

[Project](#) 10/13 October – 15% discount \$391 (standard rate \$460)

[Visio](#) 11 October – 10% discount \$247.50 (standard rate \$275)

[Excel Advanced](#) 11/13 October – (standard rate \$460)

[Access Intro/Intermediate](#) 16/18 October – (standard rate \$460)

[Word Basics](#) 17 October – 15% discount \$195.50 (standard rate \$230)

[MYOB Setup & Operation](#) 19/20 October – 10% discount \$495 (standard rate \$550)

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

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

[FrontPage Introductory / Intermediate](#) 31 Oct / 1 Nov – 10% discount \$495 (standard rate \$550)

Launceston – Business Skills courses

[Time Management](#) 4 October – 20% discount \$220 (standard rate \$275)

[Professional Telephone Techniques](#) 6 October – 10% discount \$247.50 (standard rate \$275)

[Writing Convincing Reports](#) 18 October – 15% discount \$233.75 (standard rate \$275)

[Conflict Resolution & Assertiveness](#) 25 October – (standard rate \$275)

[Maintain Financial Records](#) 30 October – 20% discount \$220 (standard rate \$275)

North West – IT courses

[Powerpoint](#) 3 October – (standard rate \$207)

[Excel Basics](#) 5 October – 15% discount \$195.50 (standard rate \$230)

[Excel Advanced](#) 11/13 October – 10% discount \$414 (standard rate \$460)

[Outlook](#) 16 October – 15% discount \$195.50 (standard rate \$230)

[Word Introductory](#) 17/19 October – 10% discount \$414 (standard rate \$460)

Call NDA on 1300 13 1983 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/Privacy.htm>. If you do not wish to receive the NDA newsletter, please click [here](#).

Contact details

HOBART
Level 3, Trafalgar Centre,
110 Collins St
Hobart TAS 7000
Phone: (03) 6224 2660
Email: Hobart@nda.com.au

LAUNCESTON
Level 1,
65 St John Street
Launceston TAS 7250
Phone: (03) 6334 4910
Email: Launceston@nda.com.au

DEVONPORT
The Roberts Building,
23 Stewart St
Devonport TAS 7310
Phone: (03) 6423 4547
Email: Devonport@nda.com.au