

What-you-see-is-what-you-get software makes creating a website not much more complicated than word processing. NDA's [Designing Simple Websites](#) course teaches the basic skills of creating and modifying a website using free software downloadable from the Web. Alternatively more ambitious users might like to try [DreamWeaver Introductory](#) or [DreamWeaver Advanced](#).

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

[Excel 2007 Basics](#) 4 Dec – 20% discount \$184 (standard rate \$230)
[Designing & Maintaining Simple Websites](#) 5 Dec – 20% discount \$184 (standard rate \$230)
[Outlook 2007](#) 11 Dec – 10% discount \$207 (standard rate \$230)
[Excel 2003 Intermediate](#) 10/12 Dec – 10% discount \$414 (standard rate \$460)
[Image Manipulation](#) 12 Dec – (standard rate \$150)
[DreamWeaver Introductory](#) 15 Dec (standard rate \$275)
[DreamWeaver Advanced](#) 16 Dec (standard rate \$275)
[Word 2003 Basics](#) 16 Dec – 20% discount \$184 (standard rate \$230)
[MYOB Setup & Operation](#) 18/19 Dec (standard rate \$550)
[Excel 2003 Basics](#) 7 Jan (standard rate \$230)
[MYOB Setup & Operation](#) 12/13 Jan (standard rate \$550)
[Excel 2003 Advanced](#) 13/15 Jan (standard rate \$460)
[Outlook 2007](#) 16 Jan (standard rate \$230)
[Access 2003 Intro / Intermediate](#) 20/22 Jan (standard rate \$460)
[Word 2007 Advanced](#) 23/27 Jan (standard rate \$460)

Hobart – Business Skills courses

[Conflict Resolution & Assertiveness](#) 1 Dec – (standard rate \$275)

Launceston – IT courses

[Excel 2007 Basics](#) 4 Dec – 20% discount \$184 (standard rate \$230)
[Excel Intro 2007](#) 4/5 Dec – 20% discount \$368 (standard rate \$460)
[Excel Intermediate 2007](#) 8/10 Dec – 10% discount \$414 (standard rate \$460)
[Excel Advanced 2007](#) 10/12 Dec – (standard rate \$460)
[Project](#) 9/11 Dec (standard rate \$460)
[Adobe Acrobat](#) 10 Dec (standard rate \$275)
[Image Manipulation](#) 12 Dec – 10% discount \$135 (standard rate \$150)
[Access 2007 Intro / Intermediate](#) 15/17 Dec (standard rate \$460)
[Word 2003 Intermediate](#) 17/18 Dec (standard rate \$460)
[Word 2003 Advanced](#) 18/19 Dec (standard rate \$460)
[Intro to PCs with Windows & Office](#) 18/19 Dec (standard rate \$460)
[Excel 2003 Basics](#) 7 Jan (standard rate \$230)
[Excel 2003 Intermediate](#) 9/13 Jan (standard rate \$460)
[MYOB Setup & Operation](#) 12/13 Jan (standard rate \$550)
[Excel 2003 Advanced](#) 13/15 Jan (standard rate \$460)
[Project](#) 14/15 Jan (standard rate \$460)

Launceston – Business Skills courses

[Time Management](#) 4 Dec – 10% discount \$248 (standard rate \$275)
[Superior Customer Service](#) 12 Dec – 20% discount \$220 (standard rate \$275)
[Conflict Resolution & Assertiveness](#) 16 Dec (standard rate \$275)
[Managing Successful Projects](#) 19/20 Jan – 10% discount \$495 (standard rate \$550)

North West – IT courses

[Excel 2007 Basics](#) 4 Dec – 20% discount \$184 (standard rate \$230)
[Image Manipulation](#) 5 Dec – 10% discount \$135 (standard rate \$150)
[Project](#) 9/11 Dec (standard rate \$460)
[PowerPoint 2007](#) 15 Dec – 20% discount \$184 (standard rate \$230)
[Word 2003 Basics](#) 16 Dec (standard rate \$230)
[Word 2007 Intro](#) 19/21 Jan (standard rate \$460)

North West – Business Skills courses

[Superior Customer Service](#) 12 Dec – 20% discount \$220 (standard rate \$275)

Call NDA on 1300 765 736 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.

HOBART Level 3, Trafalgar Centre, 110 Collins St Hobart TAS 7000 Phone: (03) 6224 2660	LAUNCESTON Level 1, 65 St John Street Launceston TAS 7250 Phone: (03) 6334 4910	DEVONPORT The Roberts Building, 23 Stewart St Devonport TAS 7310 Phone: (03) 6423 4547
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