



5. Long and complex formulas are difficult to check for errors and even harder to modify. Make life easier by breaking complex calculations into several simple calculations, then combining the results of these calculations with a separate formula.
6. Type simple round numbers into formula cells so you can more easily check the accuracy of formula calculations before replacing the test numbers with 'live' data.
7. Use the Formula Auditing (see View, Toolbars, Formula Auditing in 2003) to evaluate formulas, track precedent cells and trace dependent cells.
8. Understand the difference between Moving and Copying a formula. When you Move a formula Excel automatically preserves cell addresses in the formula (ie the moved formula refers to the same cells as the original and produces the same answer). When you Copy a formula the cell references in the copied formulas all adjust relative to their new positions and produce different answers – unless, that is, they are Absolute cell references...
9. Understand the difference between Relative and Absolute cell references. This is the key to creating robust spreadsheet solutions to business problems. We're not going to try and explain it here – NDA's [Excel Intermediate](#) course is the place to learn.

Test your own expertise with formulas. Click on [Excel Formulas](#) to download an Excel worksheet with some self-test exercises.

### Booking an NDA Spreadsheet Course

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NDA offers four days of spreadsheet training in different combinations, each designed to address a different need.

[Excel Basics](#) One day course for people who are required to enter data, edit, format and print from existing spreadsheets, but who are not expected to design and create new spreadsheets themselves. This course teaches how to use formulas.

[Excel Introductory](#) Two day course for people needing to design and create solutions to simple business problems. Day One is Excel Basics. Day Two teaches how to solve business problems using absolute cell references (check this...) in simple, single and multi-sheet spreadsheet solutions, how to create databases and how to create charts.

[Excel Intermediate](#) Two day course for people needing to design and create solutions to larger and more complex business problems. Day One is the second day of Excel Introductory. Day Two teaches how to solve more complex business problems that require an understanding of a wide variety of formulas and functions.

[Excel Advanced](#) Two day course for people needing to use spreadsheets to analyse business decisions. Day One is the second day of Excel Intermediate. Day Two teaches how to import data from other applications to Excel then perform historical data using more advanced database techniques, future analysis using what if, goal seek and sensitivity analysis, and trend analysis using more advanced charting techniques.

You can book on any of these courses using the [online booking form](#).

### Your Next IT Trainee?

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Alex Ladaniwskyj is 19 years old, wants to work in IT and is not your average IT geek. He is a product of Dominic College Hobart, where he was School Captain, and Elizabeth College where his academic record is littered with High Achievements and Exceptional Achievements. He has two years experience in retail and call centre experience with a major bank where he received training in customer service and sales. Alex describes himself as highly motivated and a fast learner, with a sound knowledge of computer hardware - including networking, printers, scanners, cameras and projectors - and Microsoft software. If selected he will approach his new position with enthusiasm and professionalism.

If you feel that Alex might be a good fit for your organisation please call Chris Carlson on 1300 765 736 or visit

<http://www.nda.com.au/traineeships/grouptraining.html> to find out more about NDA's Group Training services.



## Partners Wanted

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The Commonwealth will soon be launching the latest incarnation of the Productivity Places program. This will invite applications for training funding from employers and RTO partners. Please call us if you have a training need that you have not been able to fill due to the costs involved and we can discuss the preparation of a joint proposal. To kick the brain cells into gear, here are some current training programs NDA is working on.

## Some Current NDA Training Projects

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The number of trainees studying for a qualification with NDA doubled in the last calendar year - a tribute to the good work of Chris Carlson and our team of trainers and assessors. Some of our more interesting assignments are listed below.

- [Certificate IV / Diploma in Project Management](#) Several staff from a statewide electrical company are learning how to complete projects on time and within budget. The staff attend NDA's Managing Successful Projects and Microsoft Project training courses and are assessed based on 'live' project work completed on the job.
- [Diploma in Information Technology](#) We were contracted by Skills Tasmania to provide an innovative variant on the Dip IT qualification for ten people working in the industry. As well as the diploma, trainees also acquire the skills to complete Microsoft's MCSE qualification. At the request of their employers we provide additional training in project management and sales so that trainees are not confined to the traditional, rather narrow IT role.
- [Certificate III and IV in Information Technology](#) For several years NDA has trained all the IT trainees employed by the Education Department to manage networks and PCs in the Schools. The trainees attend one week of training three times a year at our training centres in Hobart, Launceston and Devonport. Assessment is completed on the job at the schools.
- [Certificate II and III in Retail](#) This is a new one for us but we are seeing a gradual increase in the number of retailers sending their staff to NDA for training and a qualification. As always, the trainees may attend any relevant NDA short course at no charge as a part of their qualification.
- [Diploma of Business \(Frontline Management\)](#) NDA provides assessment services and the qualification to a major national health fund which provides the training in-house.
- [Certificate IV in Training and Assessment](#) This is the replacement qualification for the old certificate in Workplace Training and Assessment. The new qualification is more demanding, combining both classroom and training observance sessions.

Many of these qualifications receive some funding from the state and federal governments. NDA's unique advantage on the Tasmanian training scene is that we offer formal training sessions with expert trainers, as well as the more common workplace training and assessment component.

You can learn more about our qualifications at <http://www.nda.com.au/traineeships/overview.html> or by calling 1300 765 736.

## Forthcoming Training Courses

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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

[Publisher 2003 and 2007](#) 3 Mar – 30% discount \$161 (standard rate \$230)

[Outlook 2007](#) 10 Mar – 20% discount \$184 (standard rate \$230)

[MYOB Setup & Operation](#) 16 Mar – standard rate \$550

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

[Access Intro / Intermediate 2007](#) 17/19 Mar – 10% discount \$414 (standard rate \$460)

[MYOB Payroll](#) 20 Mar – standard rate \$275

[PowerPoint 2003](#) 20 Mar – standard rate \$230

[MYOB Advanced](#) 23 Mar – 20% discount \$220 (standard rate \$275)

### Hobart – Business Skills courses

[Maintain Financial Records](#) 2 Mar – standard rate \$275

[Managing Successful Projects](#) 25/26 Mar – 10% discount \$495 (standard rate \$550)

### Launceston – IT courses

[Publisher 2003 and 2007](#) 3 Mar – 30% discount \$161 (standard rate \$230)

[Excel Introductory 2003](#) 4/6 Mar – standard rate \$460  
[Excel Intermediate 2003](#) 6/10 Mar – standard rate \$460  
[Excel Advanced 2003](#) 10/12 Mar – standard rate \$460  
[Project 2003 and 2007](#) 10/11 Mar – 10% discount \$414 (standard rate \$460)  
[Word Advanced 2007](#) 18/20 Mar – 20% discount \$368 (standard rate \$460)  
[MYOB Advanced](#) 23 Mar – 20% discount \$220 (standard rate \$275)  
[Access Advanced 2007](#) 24 Mar – 10% discount \$217 (standard rate \$230)  
[Designing Simple Websites](#) 30 Mar – standard rate \$230

**Launceston – Business Skills courses**

[Training Delivery](#) 26/27 Feb – standard rate \$550  
[Managing Successful Projects](#) 25/26 Mar – 20% discount \$440 (standard rate \$550)

**Devonport – IT courses**

[Excel Introductory 2003](#) 4/6 Mar – standard rate \$460  
[Project 2003 and 2007](#) 10/11 Mar – 20% discount \$368 (standard rate \$460)  
[Excel Advanced 2003](#) 12/13 Mar – 10% discount \$414 (standard rate \$460)  
[Word Intermediate 2007](#) 16/18 Mar – standard rate \$460  
[Access Intro / Intermediate 2007](#) 17/19 Mar – 10% discount \$414 (standard rate \$460)  
[MYOB Advanced](#) 23 Mar – 20% discount \$220 (standard rate \$275)

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 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