

ardito
corporate **training**

You won't have to fit **into a box!**



| computer | management | personnel |

what the

the ardito experience

is all about...

“ We have a bunch of people here (me included) who are using much, much more of Outlook than we used to. In fact, for the first time in 15 years, I have done away with my hard copy diary. It took a bit of getting used to, but now **a distinct convert!** ”

Alasdair Scott
Money Managers

“ I would like to thank you for the excellent training provided, I have heard nothing but the **highest of praise** for both the facilitator and the content covered. ”

Jarred Mair
Inland Revenue

“ Just to let you know we thought the training was **excellent** and would **definitely not hesitate** to use your company again for any training that comes up. ”

Greta Razey
Rockwell Automation (NZ) Limited

“ Maurice’s (trainer) manner, approach and technical information is **invaluable** and his ability to pass on the information is a **credit to his aptitude**.
Our company will not hesitate to use you in the future for any further training required. ”

Jeannette Townsend
United Truck Parts Ltd

About Us

At Ardito, we help organisations to increase staff productivity through upskilling and by providing flexible and customised staff training programmes.

Our desktop computer training includes all of the popular Microsoft® Office end-user software packages; Access, Word, Excel, Outlook, Access, Project, PowerPoint, and Publisher. We also offer training courses on Adobe® Creative Suite, including favourites such as Adobe® Photoshop®, Illustrator®, InDesign®, Acrobat Professional®, Dreamweaver®, and Flash®.

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For descriptions of other courses, please email admin@ardito.co.nz



Photoshop Introduction

This one day class introduces participants to Adobe® Photoshop® CS3. Participants will learn fundamental principles and navigation of the application; tools, palettes and basic editing techniques. In addition, this introduces layers and the colour spaces used within Photoshop.

Duration:

1 day

Cost:

\$395.00 + GST

Course Overview

Getting Started

- Setting User Preferences
- Getting around the Photoshop environment
- Creating a new document
- Bringing images into Photoshop
- Navigating within the Photoshop Workspace
- Dealing with Screen Modes
- Arranging windows
- Using the History palette to Undo/Redo actions

Exploring the Toolbox

Basic Image Processing

- Understanding colour
- Resizing images
- Distorting images
- Enhancing images

Working with Layers

- Creating new layers
- Selecting, deleting, and renaming layers
- Moving, rearranging, and grouping layers
- Linking multiple layers
- Locking and transforming layers
- Aligning and distributing layers
- Setting layer transparency and blending modes
- Applying layer styles
- Merging and flattening layers

Applying Basic Filters

Saving Images for Print and Web



Photoshop Intermediate

This course explores Photoshop features and tools in more detail. Participants will learn how to edit the image with transformation tools, use layers and masks to build an image, create and edit paths, use filters to create desired effects and prepare images for printing.

Duration:

1 day

Cost:

\$395.00 + GST

Course Overview

Understanding Paths

- Creating and Modifying Paths
- Converting a path to a selection

Enhancing photographs and manipulating images

- Using retouching and toning tools
- Using Adjustment Layers
- Using Image Adjustment Commands (i.e. Levels, Curves, Variations, Colour Balance, Hue/Saturation, etc.)

Using Swatches and Gradients

Creating Custom Brushes and Patterns

Applying masks and using channels

- Quick mask overlay: The Painting-over Technique
- The Channels Palette
- Clipping a layer

Creating Special Effects using the Filters Command

Automating Tasks

- Recording an action
- Batch Processing
- Using Layer Comps

Basic Animation for the web

Introducing the Vanishing Point



InDesign Introduction

You are starting to familiarise yourself with print layout and design using InDesign. You would like to learn about the tools and features available to you in InDesign. In this course, you'll work with some of the tools and features to create eye-catching printed documents using InDesign.

Duration:

2 days

Cost:

\$790.00 + GST

Course Overview

Getting started

- Setting User Preferences
- Getting around the InDesign Environment
- Creating and Saving a Document
- Dealing with Screen Modes

Creating the structure of the document

- Document Setting
- Managing pages using the Pages Palette
- Implementing Layers
- Understanding text and graphic frames

Managing text

- Inserting and editing text
- Managing text flow
- Formatting text
- Text Wrapping

Managing graphics

- Understanding various graphic file formats
- Inserting images using the Place command
- Modifying placed graphics
- Exploring the Links palette
- Embedding graphics

Understanding Colours

Applying Basic Effects

Inserting tables in Indesign

Preparing for handoff to a service provider

- Checking document for errors
- Packaging the document
- Exporting document to a Portable Document Format (PDF)



InDesign Intermediate

You are familiar with the InDesign environment and managed text, tables, graphics, and colours in documents. You need to know the advanced features in InDesign to create catchy and attractive documents. In this course, you will use the advanced features in InDesign to create documents that are attractive and have the highest degree of perfection.

Duration:

2 days

Cost:

\$790.00 + GST

Course Overview

Administering Advanced Styles

- Manage Style Overrides
- Base One Style on Another
- Import and Redefine Styles

Controlling Text

- Create and Use Anchored Objects
- Flow Text and Inline Graphics
- Handle Text Layout
- Merge Data

Handling Page Elements and Graphics

- Duplicate Items
- Locate Assets Using Adobe Bridge
- Place Items from Other Applications
- Align, Size, and Transform Images
- Manage Libraries

Developing Bezier Paths

- Draw and Edit Bezier Paths
- Create Compound Paths
- Create Clipping Paths
- Create Type Outlines

Managing Long Documents

- Create Document Sections
- Create a Table of Contents
- Generate an Index
- Insert and Format Footnotes
- Add and Edit Hyperlinks
- Create a Book

Importing and Exporting Files

- Import Layered Files
- Export PDF Files

Adjusting Print Settings

- Create Print Presets
- Preview Print Output



Illustrator Essential Training

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. You might need to create logos, advertisements, and other illustrations in Illustrator. If you have little or no experience with Illustrator, it can be overwhelming to start creating complex illustrations. In this course, you'll start by drawing and manipulating simple shapes to create logos. You'll also combine text and graphics to create advertisements.

Duration:

2 days

Cost:

\$790.00 + GST

Course Overview

Getting Started

- Setting User Preferences and Working with the User Interface
- Understanding the Toolbox
- Creating and Saving a Document

Working With Objects And Colour

- Drawing basic shapes
- Basic editing
- Using Strokes and Fills
- Working with Colour

Drawing

- Drawing and editing paths
- Using grids and guides for precision drawing

Modifying Objects

- Transforming objects (e.g. rotating, scaling, reflecting, shearing, etc.)
- Aligning and distributing objects
- Blending and reshaping objects

Working With Type

Layers and Transparency

- Understanding the relevance of layers
- Creating clipping masks and applying transparency

Applying Basic Effects

- Implementing gradients
- Applying Filters

Using and Creating Symbols

Creating custom brushes

Creating a Vector version of a Raster Graphic

Colouring artwork with Live Paint

Setting Print Preferences



Dreamweaver Essential Training

You want to make some information available on the Internet. To do this, you might want to design and build a website and upload it. The features and functions in Dreamweaver will enable you create a web page to suit your requirements.

Duration:

2 days

Cost:

\$790.00 + GST

Course Overview

Getting Started

- Planning a website: Basic Site Structure
- Current Web Design Practices
- Understanding web languages
- File Naming Conventions

Exploring the Dreamweaver Interface

Starting a new site

- Defining a new site
- Managing Files and Folders

Building a website

- Creating new documents
- Assigning Page Titles
- Adding content to webpages
- Structuring content

Formatting Text

Working with Images

Creating Links

- Link basics: Types of link
- Creating links
- Using named anchors and inserting email links

Working with Tables

- Tables vs. CSS
- Understanding table elements
- Inserting tables
- Modifying table properties

Creating a basic template

- Creating editable attributes (i.e. regions)
- Creating new pages from a template
- Working with repeating regions



Dreamweaver Essential Training continued...

Site Management

- Removing, moving, and deleting files
- Checking for broken links
- Checking for browser compatibility
- Uploading and downloading files
- Synchronising sites

CSS Foundations

- Understanding style sheets
- Anatomy of a CSS rule
- The CSS Styles panel
- Using the Code Navigator
- Working with different types of selectors
- Attaching external style sheets

Controlling Layout with CSS

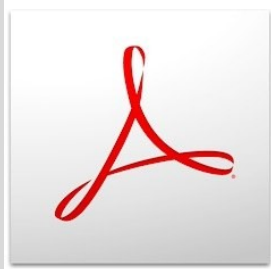
- CSS structuring basics
- Structuring with DIV tags
- The Box Model
- Understanding CSS floats

Creating Forms

- Understanding how forms work
- Creating a form
- Adding form elements
- Setting form properties
- Inserting submit buttons
- Testing the form

Extra Stuff

- Creating and modifying library items within the Library Panel
- Inserting Behaviours and Spry Widgets
- Defining Meta tags in the <HEAD> section
- Inserting plug-ins (e.g. Flash, QuickTime movies)



Acrobat Professional

In today's world of vast information exchange, PDFs are fast becoming a standard file format in most business organisations because of its ease of use and flexibility.

Portable Document Format or PDF is a universal file format that allows you to preserve fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. Moreover, a PDF can capture all the text and visual elements of a printed document accurately as an electronic image.

In this class, participants will learn how to create PDFs from various applications, process PDFs in batches, build PDF portfolios, modify existing PDF files, apply security features in PDFs, simplify form creation, and much more!

Course Overview

Getting Started

Accessing a PDF Document

- Opening an Existing PDF document
- Browse through a PDF Document

Creating PDF Documents

- Using MS Office Applications
- Using the Print Command
- From Webpages
- Using an Email Application
- Using Acrobat
- From Copied Content
- Batch Processing
- Setting PDF file Preferences
- Using Acrobat.com

Navigating to a Specific Content in a PDF Document

- Find vs. Search Commands
- Using Bookmarks
- Working with Links
- Defining articles

Modifying PDF Documents

- Manipulating PDF Pages: Add, Move, Delete, Crop, Insert
- Editing content in a PDF document
- Extracting and Replacing Pages
- Splitting PDF Documents

Creating a Merged PDF Document

Duration:

1 day

Cost:

\$275.00 + GST



Flash Essential Training

Flash Essential Training is a hands-on course that will introduce you to the basics of creating objects and animating in Flash. You will also explore the application's tools and features, and will create different types of animations. Finally, you will publish material for the Web.

Duration:

1 day

Cost:

\$400.00 + GST

Course Overview

The Flash Environment

Drawing and Painting

- Vector vs. Raster Graphics
- Basic Drawing and Painting Tools
- Creating Custom Colours, Gradients, and Line Styles

Manipulating Objects

- Selecting Objects
- Object Interaction
- Transforming and Grouping Objects
- Bitmap Images

Working with Text

- Text Blocks
- Converting Text into Shapes

Multiple Layers in a Movie

- Creating and Managing Multiple Layers
- Mask Layers
- Aligning Objects

Creating Animation

- Frame-by-Frame Animation
- Shape-Tweened Animation
- Motion-Tweened Animation
- Guide Layers
- Mask Animations

Publishing Your Flash Movie

- Selecting Your Publishing Settings
- Previewing and Publishing Files

Classes

Ardito's comprehensive, customer-focused solutions include instructor-led training for application end-users in the Microsoft, Adobe and Macromedia product suites, as well as most of the popular programming languages, databases and tools.

Our Professional Skills workshops include a range of courses addressing numerous business-critical skills. We also provide customised course development, staff and customer training on client-specific software applications and professional skills assessment services.

*We keep our class sizes small,
allowing attendees to receive extensive
individual attention* and assistance from our highly
experienced tutors. In addition, comprehensive 'take-home' course material is provided.

END - USER APPLICATIONS

Standard Courses

Microsoft Office
Microsoft Outlook
Microsoft Project
Microsoft Visio
Microsoft FrontPage
Lotus Notes
Full Adobe Suite
Full Macromedia Suite

Specialised Courses

HTML
VBA
MCSE
SQL
Crystal Reports

PROFESSIONAL SKILLS

Management Courses

Time Management
Leadership
Project Management
Change Management
Strategic Planning
Presentation Skills

Personnel Courses

Presentation Skills
Time Management
Train-the-Trainer
Customer Service

For full course details and schedules, please visit our website www.ardito.co.nz

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