

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](mailto:admin@ardito.co.nz)



## Excel Introduction

This one-day introductory class covers all the basics of Microsoft Excel. Participants will learn how to enter and edit information in a worksheet; manage and navigate worksheets and workbooks; perform calculations and manipulate worksheet data; format the worksheet contents; and prepare, set up, and print information.

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Excel Intermediate

This one-day course guides participants through Excel's more advanced features. Participants learn how to create and edit databases; create and modify charts; format chart objects; work with multiple worksheets and workbooks, and use financial, logical and date functions. Students also gain hands-on experience using styles, custom formats, and conditional formatting.

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Excel Advanced

This in-depth two-day course introduces Microsoft Excel users to the advanced features of the software application. Participants will learn how to sort and manage data in lists; filter and query data; use outlines on worksheets, lookup and database functions, and PivotTables. In-class exercises will involve use of data tables and scenarios to make projections about data and use Goal Seek, Solver, and the Analysis ToolPak to analyze data. Students will also learn how to audit worksheets, protect worksheets and workbooks, create and use macros and templates, and import and export information and documents. Additional topics include use of workgroup features; working with custom views and Report Manager; and creating and modifying data maps. After completing Ardito's Excel Introduction, Intermediate, and Advanced courses, students would have covered all the topics that map to the Microsoft Office User Specialist Expert certification exam.

**Duration:**

2 days

**Cost:**

\$590.00 + GST

## Excel Visual Basic for Applications

This class is designed to help students describe the concepts in and uses of Visual Basic for Applications, record and edit procedures, debug visual basic code, assign procedures to menus, objects, and keyboard shortcuts, use function procedures, and objects properties, and methods. In addition, students will learn to use interactive procedures, control procedures, automate procedures, customize menus and command bars, and create user forms.

**Duration:**

2 days

**Cost:**

\$795.00 + GST



## Word Introduction

This comprehensive beginning course in Word teaches participants how to manage documents, make simple editing changes, format text, change the page layout and view, insert page numbers, headers and footers, change paragraph formatting, preview and print documents.

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Word Intermediate

This course goes beyond Word's basic features. In-class activities will include use of Word's automation features including AutoCorrect, Building Blocks, and AutoFormat. Participants will learn how to insert symbols and special characters into documents, create, modify, and format tables and columns. To enhance existing documents, students will also discover how to use styles and templates, and format sections.

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Word Advanced

This intensive class covers all the advanced-end-user features of Microsoft Word. Participants will learn how to expertly set paragraph text flow, create and modify styles, and run macros. In addition, exercises will include creating and managing items in templates, creating fillable forms, creating drop caps and watermarks, working on a master document, inserting page references such as bookmarks, footnotes, endnotes, cross-references, table of contents, and index table.

**Duration:**

1.5 days

**Cost:**

\$520.00 + GST



## Project Introduction

Students in this course will learn to create a basic project schedule with tasks and task relationships, edit and organize your project, assign resources to the tasks in your project, use Project views to get information about your project, format your project, and print views, calendars, and reports.

**Duration:**

1 day

**Cost:**

\$320.00 + GST

## Project Intermediate

This course will help students learn to sort and find tasks or resources in a project; use views, tables, details, groups, and filters to view project information; create and edit views, tables, and filters; shorten the critical path of your project and manage your project's resources; manage and view cost information; and track the completion of tasks in your project.

**Duration:**

1 day

**Cost:**

\$320.00 + GST



## Access Fundamentals

This class takes students through Microsoft Access from the basics to a complete database level. Topics include: opening databases and defining database objects; creating databases; planning, creating, editing, printing and customization of tables. Students will also learn how to create, manage, and modify table relationships; create filters and queries; and query records using expressions, create and format forms, subforms, and reports. In addition, the course will cover how to manage data, add controls on forms and reports, import and export data, and create switchboards and work in an automated database.

**Duration:**

2 days

**Cost:**

\$570.00 + GST



## PowerPoint Introduction

Participants in this one-day introductory class first learn how to open and run PowerPoint presentations. Then this in-depth course teaches students how to get help and create presentations; add, format, and correct text; create and modify graphic objects; view and manage slides; and seamlessly run a slide show

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## PowerPoint Intermediate

During the course of this one-day class, participants will enhance text, use Outline view, and work with tables. In addition, students will also learn how to work with organization and datasheet charts.

**Duration:**

1 day

**Cost:**

\$295.00 + GST





## Outlook Introduction

This comprehensive one-day course will introduce new users to Outlook features. Participants will learn how to send and receive messages; manage folders and messages; and schedule appointments, meetings, and events. In addition, students will learn how to manage tasks and contacts; and create and manage notes

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Outlook Intermediate

This course will show participants how to customize Outlook toolbars and menus; manage outgoing e-mail messages; work with views and groups; and manage Outlook items using categories. In addition, participants will learn how to use Internet features and personal messaging tools; manage Calendar settings; track activities and files in the Journal; find Outlook items using the Find feature; and organise Outlook items using the Organize feature.

**Duration:**

1 day

**Cost:**

\$295.00 + GST

## Outlook for Time Management

In today's fast-paced world, many people often feel as though they cannot find time to get everything done. In a work-related environment, the ongoing pressure to achieve business goals, as well as the responsibility to meet deadlines, respond to customer demands, and stay ahead of the competition, are common problems. Feeling overwhelmed because of the workload can result in stress and a sense of helplessness. The right time management skills, however, can help you avoid these problems.

Time Management Using Outlook teaches participants to set priorities, which is the first step in learning how to manage time effectively. In addition, participants learn techniques to create a more efficient workplace, including developing strategies for skill improvement with respect to scheduling, analysing, planning, avoiding procrastination, and handling interruptions. Participants will also be exposed to a variety of time management tools, including planners and calendars. In addition, the participants learn the fundamentals of using a computer-based e-mail application (Microsoft Outlook), including managing folders.

**Duration:**

1 day

**Cost:**

\$330.00 + GST

## 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.

For full course details and schedules, please visit our website [www.ardito.co.nz](http://www.ardito.co.nz)

**ardito**  
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