

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

*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.*

## About Us

A specialist in the field of instructor-led computer and IT training, Ardito offers courses in all Microsoft® Office Desktop and End-User PC applications, MCSE technical courses, Crystal Reports, Adobe® packages and management courses.

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

Ardito has modern and well-equipped computer training facilities in Auckland and Hamilton. Our training computers that students use are fast and reliable and are equipped with the latest versions of software for training purposes.

With Ardito, you won't have to fit into a box!

**ardito**  
corporate training

| computer | personnel | management |

**E** admin@ardito.co.nz  
**W** www.ardito.co.nz

### HAMILTON

Level 1  
Waikato Innovation Park  
Ruakura Road  
Hamilton

**T** 07 857 0770  
**F** 07 857 0771

### AUCKLAND

**T** 09 630 1220  
**F** 09 630 1299



# Excel

## The Ardito Experience



is your **career**  
**▶▶▶ advantage.**

**ardito**  
corporate training

| computer | personnel | management |

\* Microsoft and the Microsoft Office logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

# introduction

1 day

## Course Description

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.

## Course Objectives

- Enter and edit information in a worksheet and manage workbooks
- Navigate worksheets and workbooks
- Perform calculations on worksheet data
- Manipulate worksheet data
- Format the contents of a worksheet
- Prepare, set up, and print information



*At Ardito, training packages compliment each other, allowing us to deliver an integrated skills development programme to your team.*

# intermediate

1 day

## Course Description

First, this one-day course guides participants through Microsoft® Excel's charting features. Participants learn how to create and edit charts; modify chart options; format chart objects; work with multiple worksheets and workbooks, and use financial and logical functions. Students also gain hands-on experience using styles, custom formats, and conditional formatting and preparing workbooks for publication on the World Wide Web.

## Course Objectives

- Create and edit charts
- Modify chart options
- Format chart objects
- Use styles, custom formats, and conditional formatting
- Prepare workbooks for publication on the World Wide Web
- Use financial and logical functions
- Work with multiple worksheets and workbooks

# advanced

2 days

## Course Description

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.

## Course Objectives

- Sort and manage data in lists
- Filter and query data
- Use outlines on worksheets
- Use lookup and database functions
- Use PivotTables to display and chart data
- Use data tables and scenarios to make projections about data
- Use Goal Seek, Solver, and the Analysis ToolPak to analyze data
- Audit worksheets
- Protect worksheets and workbooks
- Create and use macros
- Use and create templates.
- Import and export information and documents.
- Use workgroup features
- Work with custom views and Report Manager
- Create and modify 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.