

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



# Project

## The Ardito Experience



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

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# introduction

1 day

## Course Description

This is an introductory course specifically designed for professionals who have been tasked to manage or oversee a project (perhaps for the first time).

Participants 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.

## Prerequisites

Basic working knowledge of Microsoft® Windows and Office environments or, must have completed Ardito's Application Fundamentals course

## Course Objectives

- 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
- Print views, calendars, and reports

*Ardito Corporate Training offers a comprehensive Performance Improvement Consulting Service that recognises the growing emphasis on measuring the real results of training,*

**moving from simple event-based training to a broader range of integrated corporate education solutions.**



# intermediate

1 day

## Course Description

This course takes participants to the next level in project management using Microsoft® Project as a tool.

In this course, participants will 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.

By the end of the session, participants would have confidently utilised the features and tools of Microsoft® Project.

## Prerequisites

Project Introduction

## Course Objectives

- 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
- Track the completion of tasks in your project