

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 |

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The Ardito Experience



is your **career
advantage.**

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introduction

1 day

Course Description

This comprehensive beginning course in Microsoft® Word teaches participants how to manage documents, get help, and make simple editing changes; edit, check, and format text; change the page layout and view, and use page numbers, headers and footers; change paragraph formatting; and preview and print documents.

Course Objectives

- Manage documents, get help, and make simple editing changes
- Edit and check text
- Format text
- Change the page layout and view, and use page numbers, headers and footers
- Change paragraph formatting
- Preview and print your document

intermediate

1 day

Course Description

This in-depth course goes beyond Word's basic features. In-class activities will include use of Microsoft® Word's automation features including AutoCorrect, AutoComplete, AutoText, and AutoFormat. Participants will learn how to insert symbols, special characters, and hyphens into documents; and create, modify, and format tables and columns. To enhance existing documents, students will discover how to use styles and templates; format sections; and use Web technology. The course also covers creation and manipulation of outlines and Word's mail merge features.

Course Objectives

- Use the Thesaurus
- Use AutoCorrect, AutoComplete, AutoText, and AutoFormat
- Use symbols, special characters, and hyphens
- Create, modify, and format tables
- Create and modify columns
- Use styles and templates
- Format sections
- Create, view, and edit outlines
- Use Web technology in documents
- Merge documents and create envelopes and labels

advanced

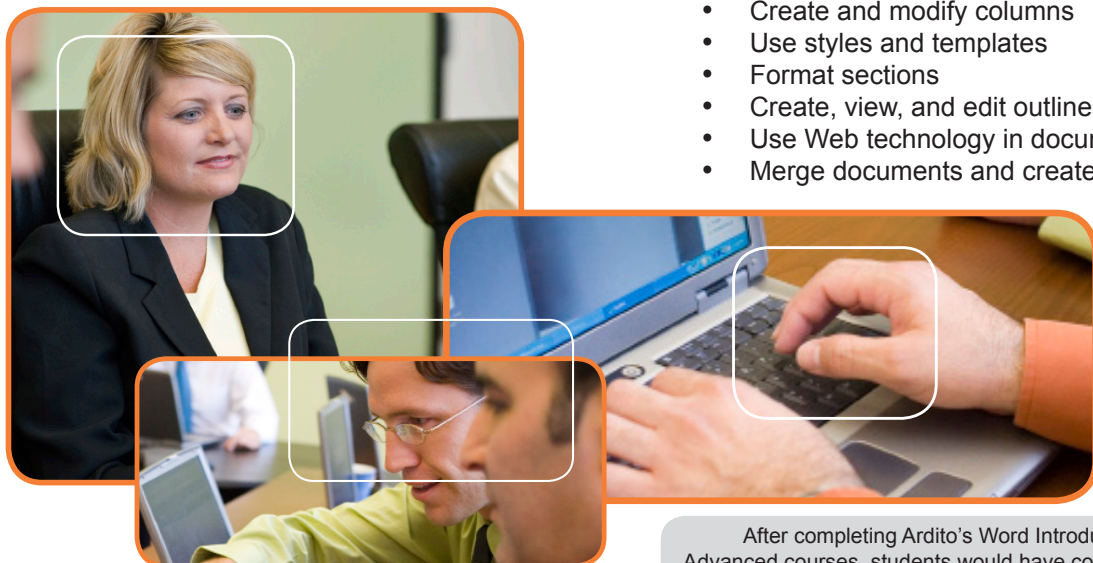
2 days

Course Description

This intensive two-day class covers all the advanced-end-user features of Microsoft® Word. Participants will learn how to expertly set paragraph text flow and add borders and shading to paragraphs; create and modify styles; record, run, edit, delete, copy, and rename macros; and customize toolbars and menus and assign shortcut keys. In addition, activities will include creating templates and managing items in templates; creating printed and online forms; inserting and modifying charts and graphics; and creating drop caps and watermarks. Students will also learn how to use bookmarks and fields; create footnotes, endnotes, cross-references, a table of contents, an index, and a master document; and import and export files and paste, link, and embed information. Finally, in-class exercises will allow participants to share documents, track changes to documents, and work with different document versions; sort tables and text; and work with data in tables.

Course Objectives

- Set paragraph text flow and add borders and shading to paragraphs.
- Create and modify styles.
- Record, run, edit, delete, copy, and rename macros.
- Create templates and manage items in templates.
- Create printed and online forms.
- Insert and modify charts.
- Insert and modify graphics and create drop caps and watermarks.
- Use bookmarks and fields.
- Create footnotes, endnotes, cross-references, a table of contents, an index, and a master document.
- Import and export files and paste, link, and embed information.
- Share documents, track changes to documents, and work with different document versions.
- Sort tables and text, Work with data in tables.



After completing Ardito's Word Introduction, Intermediate, and Advanced courses, students would have covered all the topics that map to the Microsoft® Office User Specialist Expert certification exam.