

the
ardito experience
is your
career advantage.

Our **class sizes are small**,
allowing attendees to receive
**extensive attention and
assistance** from our highly
experienced tutors.

In addition, comprehensive 'take-home'
course material is provided.



- office productivity courses
- digital imaging & print courses
- web & interactive design courses
- management courses

Sharpen your skills NOW!

- Basic Computer Skills
- Upgrade to Microsoft® Office 2007
- Microsoft® Office Time Savers A to Z
- Microsoft® Access 2003 & 2007
- Microsoft® Excel 2003 & 2007
- Microsoft® Outlook 2003 & 2007
- Microsoft® PowerPoint 2003 & 2007
- Microsoft® Project 2003 & 2007
- Microsoft® Publisher 2003 & 2007
- Microsoft® Visio 2003 & 2007
- Microsoft® Word 2003 & 2007
- OpenOffice.org Calc Essential Training
- OpenOffice.org Impress Essential Training
- OpenOffice.org Writer Essential Training

- Adobe® Acrobat Pro 9 Essential Training
- Adobe® Illustrator
- Adobe® InDesign
- Adobe® Photoshop

- Adobe® Dreamweaver
- Microsoft® Expression Web
- Adobe® Flash

- Microsoft® Outlook for Time Management
- Project Management Fundamentals
- Time Management
- Fundamentals of Customer Service

* Visit our website to know more about the available skills levels for each course.

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www.ardito.co.nz