

# 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.*

 Office  
**PowerPoint**

## 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!

## The Ardito Experience



is your **career  
advantage.**

**ardito**  
corporate training

| computer | personnel | management |

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# Level One

1 day

## Course Description

Participants in this one-day introductory class first learn how to open and run Microsoft® 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.

## Course Objectives

- Open a presentation, run it, and get help
- Create a presentation
- Add, format, and correct text
- Create graphic objects
- Modify graphic objects
- View and manage slides
- Run a slide show

# Level Two

1 day

## Course Description

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. Professionals with a basic working knowledge of Microsoft® PowerPoint who want to learn about the software's higher level data enhancing and display capabilities should take this course.

## Course Objectives

- Enhance text
- Use Outline view
- Work with tables
- Work with organization charts
- Work with datasheet charts

*Ardito Corporate Training is highly flexible in structuring customised training programmes, catering for the specific training and skill development needs of your organisation...*

**more flexible,  
more personal,  
more professional.**

