what the
the ardito experience
is all about...

work efficiency

"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

customer satisfaction

" 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

added value

trainer competence

"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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Microsoft® Office

Excel

The **Ardito**
Experience

is your **career**
▶▶▶ **advantage.**

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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 basic 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

This one-day course goes beyond Microsoft® Excel's basic features. Participants learn how to create and edit data; create and modify charts; format chart objects; work with multiple worksheets and workbooks, and use financial, logical and date functions. Participants also gain hands-on experience using styles, custom formats, and conditional formatting

Course Objectives

- Enter and edit Excel formulas
- Use a logical IF statement to evaluate values and make decisions
- Use a Lookup function to return values in a database.
- Sort and filter databases
- Insert and modify charts
- Embed and link a chart to another application
- Use different types of Excel formatting

advanced
2 days

Course Description

This in-depth two-day course introduces Microsoft® Excel users to the advanced features of the 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 add-in to analyse data. Students will also learn how to formula audit worksheets, protect worksheets and workbooks, create and use macros, and import and export information. Additional topics include consolidating data and working with custom views.

Course Objectives

- Sort and manage data in lists
- Filter and query data
- Use outlines on worksheets
- Use the following built-in Excel functions: lookup and reference, database, date and time, text, financial, and information
- Use PivotTables to display and chart data
- Use data tables and scenarios to make projections about data
- Use Goal Seek, Solver, and the Solver Add-in to analyse data
- Audit worksheets
- Protect worksheets and workbooks
- Create and use macros (note: this course doesn't cover VBA)
- Import and export information
- Work with custom views
- Consolidate data

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.