

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 Razy
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.

 Microsoft®
Office
Outlook

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.

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Introduction

1 day

Course Description

This comprehensive one-day course will introduce new users to Outlook features. Participants will learn how to send and receive messages; manage folders and messages; and schedule appointments and meetings. In addition, participants will learn how to manage tasks and create new contacts.

Course Objectives

- Identify Outlook features
- Send and receive messages
- Organise messages into folders
- Attach files and add a signature to a message
- Schedule appointments and meetings
- Manage tasks
- Manage contacts



Ardito Corporate Training is able to provide a well-rounded, professional skills development programme for all areas of your organisation.

Intermediate

1 day

Course Description

This course will show participants how to customise Outlook; manage outgoing email messages; work with views and groups and manage Outlook items using categories. In addition, participants will learn how to use rules and alerts to automate actions; manage Calendar features; use Outlook Tasks to create, assign and track tasks; manage Outlook contacts by adding to favourites, viewing business cards and creating contact groups.

Course Objectives

- Customise Outlook ribbon and Quick Access toolbar
- Manage e-mail messages including flagging, tracking and recalling message
- Use rules and alerts to automate actions
- Using the voting feature in Outlook
- Managing the Outlook calendar by setting up, changing and deleting meetings
- Tracking meeting responses
- Creating, assigning and tracking tasks
- Creating people contacts and groups

Outlook for TIME MANAGEMENT

1 day

Course Description

In today's fast-paced world, many people often feel as though they cannot find time to get everything done. In a work-related environment, the ongoing pressure to achieve business goals, as well as the responsibility to meet deadlines, respond to customer demands, and stay ahead of the competition, are common problems. Feeling overwhelmed because of the workload can result in stress and a sense of helplessness. The right time management skills, however, can help you avoid these problems.

Outlook for Time Management teaches participants to set priorities, which is the first step in learning how to manage time effectively. In addition, participants learn techniques to create a more efficient workplace, including developing strategies for skill improvement with respect to scheduling, analysing, planning, avoiding procrastination, and handling interruptions. Participants will also be exposed to a variety of time management tools, including planners and calendars. In addition, the participants learn the fundamentals of using a computer-based e-mail application (Microsoft® Outlook), including managing folders.

Course Objectives

- Examine how you currently allocate your time
- Prioritise your time
- Analyse, plan, and schedule your time
- Avoid procrastination
- Managing Interruptions and Time Wasters
- Microsoft Outlook Overview
- Managing the Email Inbox
- The Outlook Calendar
- Outlook Task Features