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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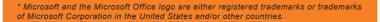**W** www.ardito.co.nz

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Microsoft® Office
Word

The **Ardito**
Experience

is your **career**
▶▶▶ **advantage.**

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| computer | personnel | management |

introduction
1 day

Course Description

This introductory course teaches participants how to create a new document and work with existing documents. Participant will learn how to add and edit text and make simple editing changes. Participant will then learn how to change the page layout, add graphics and headers and footers. Participants will then learn how to spellcheck and print a document.

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
- Add tables and graphics
- 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 Word's automation features including AutoCorrect, QuickParts, and Auto-Format. Participants will learn how to insert symbols and special characters into documents; and create, modify, and format tables and columns. To enhance existing documents, pariticpants will discover how to use styles and templates, and format sections.

Course Objectives

- Create and modify templates
- Add bullets and numbering to a list
- Use AutoCorrect, Building blocks and AutoFormat
- Use symbols, special characters, and hyphens
- Create, modify, and format tables
- Create and modify columns
- Use and modify styles
- Insert shapes and images
- Wrap text around a graphic
- Insert page and section breaks

advanced
1.5 d

Course Description

This in-depth class covers all the advanced-end-user features of Microsoft Word. Participants will learn how to manage advanced character and paragraph formatting; record, run, edit, delete, copy, and rename macros; create a mail merge; work with styles; and work with text boxes. In addition participants will learn how to create printed and online forms and understand word field codes. Participants will also learn how to use a range of referencing options including bookmarks, footnotes, endnotes, cross-references, a table of contents, an index. Participants will learn how to manage long documents using Master and Subdocuments. Finally, in-class exercises will allow participants to share documents, track changes to documents. After completing Ardito's Word Introduction, Intermediate, and Advanced courses, students will have covered all the topics that map to the Microsoft Office User Specialist Expert certification exam.

Course Objectives

- Create and modify styles.
- Work with page breaks and section breaks to create unique headers and footers.
- Set paragraph text flow including hyphenation
- Add References to a document including: Table of Contents, Indexes, Bookmarks and Cross References, Footnotes and endnotes, Captions
- Create fill-in forms using fields and content controls
- Password protect a document, add comments and track changes
- Create a Master document
- Create conditional mail merging documents
- Create and edit macros
- Understand the difference between linking and embedding
- Create and manipulate text boxes

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.