

Use the standard features of Microsoft Visio 2003 to create Vector drawings and diagrams. Create Flowcharts and Organisational chart quickly and efficiently.

Pre-requisites

Course participants must have a good working knowledge of Microsoft Windows. A working knowledge of drawing techniques is helpful although not essential. Specifically participants need to be fully conversant to:

- Navigate to information stored on the computer.
- Manage files and folders.
- Select text.

Knowledge of any other drawing application is beneficial but not essential.

Who Would Benefit

Users who have little or no experience using Microsoft Visio, users who have used other vector imaging applications and wish to convert to Visio.

Objectives

On completion of the course, delegates will be able to:

- Use basic Visio tools to create simple vector images.
- Create vector images like maps and office layouts.
- Use Shape Stencils to create Flowcharts and Organisational charts

Course size: Maximum 6 delegates

Duration: One day

Course Content

Getting Started with Visio

Understanding the basics

Creating & Drawing

Drawing Shapes · Sizing, Nudging and Moving Shapes · Rotating and Flipping Shapes · Joining and Breaking Shapes · Adding Text · Using the Text Ruler

Shapes

Master Shapes · Using Shapes and Templates · Using Shape Search · Grids, Guides and Rulers · Views · Pasteboard

Fine-Tuning your Drawing

Alignment and Distribution · Point-to-Shape & Point-to-Point Connections · Setting Line Jumps · Lay Out Shapes · Dynamic Fields

Formatting

Styles · Local Formatting · Colour Schemes and Backgrounds

Creating Stencils and Templates

Using and Managing Stencils
Using Microsoft Pre-installed Templates

Working with Pages

Inserting and Deleting Pages · Rearranging and Renaming Pages · Page Setup · Foreground and Background Pages

Printing