

**Duration** 1 day

### **Overview**

This course teaches users how to produce plans and charts with Visio.

### **Recommended for**

Staff who wish to enhance projects and reports with maps, diagrams, plans and organisation charts.

### **Prerequisites**

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Define Visio's capabilities
- Start a drawing using a template, wizard on blank page and add, arrange and connect shapes to it from the stencil
- Access Visio Help
- Use zoom to adjust a view
- Add text to a shape
- Format, save and print a drawing
- View and use stencils
- Create and manipulate shapes, connectors, text and lines
- Set up and print pages
- Create and remove hyperlinks and background pages
- Create and work with layers
- Open a file in a specific mode
- Import and export files to and from other programs

using the documentation and support provided.