

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.