



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



- Tutor-led training
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Microsoft Visio Intermediate

Introduction Microsoft Visio helps you visualise, document, and share ideas by the use of flowcharts, organization charts, office layouts, and more.

Objectives To enable more sophisticated use of the drawing package, through customisation, linking to other programs and other powerful techniques.

Designed for New users of Visio. Trainees should have attended the “Windows Introduction” course or achieved a similar level or proficiency

Duration One day

Topics

- Review Visio
- Working with Shapes
- Working with Layers
- Working with Connectors
- Organisation Charts
- Organisation chart wizard
- Advanced Flowcharts
- Flowchart Options
- Work Flow diagrams
- Using Formulas
- The ShapeSheet spreadsheet
- Creating Formulas
- Advanced Shapes
- Shape operation commands
- Control Handles
- Custom properties
- Object Linking and Embedding
- Inserting and working with drawings in Word
- Adding to a PowerPoint presentation
- Connecting to other data sources
- Customizing Visio
- Editing Stencils
- Editing a Master shape
- Creating and Editing Templates
- Customising toolbars

Follow-up Individual consultancy and tuition as required.

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