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- Tutor-led training
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Microsoft Visio

Introduction

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

Objectives To provide a working knowledge of the drawing package. Skills to include working with drawings, shapes, stencils and text. Using styles, pages and layers. Creating master shapes, templates and stencils.

Designed for People new to Visio who want to create professional diagrams and charts.

Duration One day

Topics

- Visio Basics
- The screen
- Stencils
- Working with Shapes
- Placing, Resizing, Moving
- The Stamp tool
- Arranging, Distributing, Grouping
- Working with Connectors
- Create and edit connected drawings
- Adding connectors
- Working with Text
- Adding Text
- Formatting Text
- Printing
- Page Setup
- Headers and Footers
- Working with Layers
- Creating
- Assigning Shapes to Layers
- Hiding
- Working with Pages
- Inserting, Moving, Deleting
- Background Pages

Follow-up Visio Intermediate – 1 day

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For more information call

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