

Duration 1 day

Pre Requisites

A working knowledge of Windows and the ability to use a mouse is required, and familiarity with using a Windows based application such as Word would be useful.

Objectives

Microsoft Visio is a graphics drawing package with applications that assist the user in tracking their workflow, communicating with their department's reporting structure, or enhancing their presentations with complete ease. Visio provides the non-specialist with a comprehensive range of drawing tools. This course is designed to provide trainees with a solid foundation upon which to build skills in using Visio. Trainees will learn the fundamentals of working with Visio through the many practical exercises in the course.

Versions Available

2000
XP
2003
2007
2010

Further Learning

Visio Intermediate

Course Content

- **Basic Techniques**
 - Familiarisation with the Visio screen, menus, windows (or ribbon in Visio 2010)
 - Backstage view (Visio 2010)
 - Using Stencils
 - Using the Drawing Tools
 - Duplication of objects
 - Alignment and distribution of objects
 - Rotating objects
- **Flowcharts**
 - Using the shapes from the stencil
 - Connecting shapes
 - Basic text features
 - Formatting techniques
 - Cross-Functional Flowcharts
- **Background Pages**
 - Creating a background page
 - Applying background pages
- **Organisation Charts**
 - Adding departments and positions to the chart
 - Creating an organisation chart from existing information
 - Managing large organisation charts
 - Updating organisation charts
- **Project Plans**
 - Timelines
 - PERT charts
 - Gantt charts
 - Calendars
- **Space Planning**
 - Scaled drawings
 - Planning Office Layouts
- **Other Diagram Types**
 - Marketing diagrams
 - Using Visio diagrams with other applications, eg PowerPoint
 - Computer Networks
- **Customisation**
 - Creating custom shapes and stencils
 - Templates