

## Course Outline

### Microsoft Visio --2 days

#### Course Description

Delegates will receive practical guidance on how to create a range of business diagrams using the latest version of Visio. In addition they will learn how to print them and how to use them in other MS Office applications.

- **Introduction**

- The Visio window
- Starting Diagrams
- Templates
- Stencils
- Menus
- Zoom Control
- Toolbars

- **Creating Diagrams**

- Stencils
- Floating and docking stencils
- Page layout
- Using
- Guides
- Rulers
- Snap and glue
- Connection points
- Using backgrounds

- **Basic Shapes and Text**

- Using shapes
- Formatting shapes
- Gluing
- Aligning
- Grouping
- Shape text
- Text boxes
- Formatting text
- 

- **Diagram types**

- Flowcharts
- Organisational charts
- Office layouts
- Network Diagrams
- Other

- **Clipart and WordArt**

- Inserting Clipart
- Using Visio Clipart
- Formatting Clipart
- Manipulating Clipart
- Grouping/ Ungrouping
- Creating WordArt

- **Drawing Objects and Layers**

- Using drawing objects
- Text on objects
- Layers
- Creating
- Viewing
- Formatting
- Adding objects
- Colours

- **Miscellaneous**

- Multi-page documents
- Creating pages
- Foreground and background pages
- Navigating pages
- Using Borders
- Hyperlinks
- Links to other pages

- **Printing**

- Print preview
- Copy drawing
- Paste to other MS Applications