

## Microsoft Visio Introduction

### One Day

A hands-on instructor-led Microsoft Visio training course helping people based in Scotland who would like to have a level of ability with Visio to create business diagrams and technical drawings combining power, ease of use and flexibility. This is achieved by learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

### Course Aims

Visio training courses aim to increase each participant's overall ability and confidence in using Visio features that can be directly applied to their work. The aim on this first level of Visio training is for delegates to become familiar and confident with what can be achieved in Visio. Training therefore covers:

- Learning ways of creating drawings which include existing and new shapes and lines
- Using Stencils to manage shapes and pages to manage drawings
- Setting up pages for printing and sharing

### Course Content

#### Creating a Drawing

- Grids, guides and rulers
- Views
- Pasteboard

#### Working with Shapes

- Drawing shapes
- Sizing, nudging and moving shapes
- Connecting shapes
- Rotating and flipping shapes
- Joining and breaking shapes
- Adding text
- Using the text ruler

#### Fine-Tuning your Drawing

- Alignment and distribution
- Creating line jumps
- Lay out shapes
- Dynamic fields

#### Types of Drawings

- Business diagrams
- Process diagrams
- Flowcharts
- Floor Plans
- Maps

#### Formatting

- Styles
- Local Formatting
- Colour Schemes and backgrounds

#### Working with Pages

- Inserting and deleting pages
- Rearranging and renaming pages
- Page set-up

#### Stencils

- Adding and removing Stencils
- View options

#### Printing

- Page Setup
- Printing