

Microsoft Visio Office

📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to create professional drawings using VISIO

📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Microsoft Works, Word perfect or Mac Write.

Ideally each client would have access to a computer system where Microsoft Visio is available to maximum learning post training Basic Working knowledge – Open Close Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

📌 Course Outline

- MS Visio Commands Functions
- File Operations
- Working with Shapes
- Zooming in and Out; Panning
- Controlling the grid and the Snap to options
- Using the Drawing Tools
- Working with Text in Shapes
- Multiple Page Diagrams
- Finishing a Diagram
- Customising Visio

📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day

