

## 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

- **Microsoft Visio Office 365, 2013 / 2016**
  - MS Visio Commands Functions,

### 📌 Course Location:

Online or Classroom Based

### 📌 Course Duration:

1 Full Day

