



focus4 training
Invest Train Succeed



01455 550622 | info@focus4training.com

Microsoft Visio

General Description

This course covers all of the core features of Microsoft Visio including how to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans and organisation charts. Delegates do not need any prior knowledge of Microsoft Visio to complete the course.

Course Outline

At the end of the course delegates will be able to create real-world drawings using shapes, stencil connectors, formatting options, grids and styles.. This course is available for Microsoft Office 2003, 2007 and 2010

Course Content

- Understanding the Version Interface
- Creating a Blank Drawing from a Template
- The Microsoft Visio Screen
- Working with Stencils
- Saving a New Drawing
- Selecting Shapes
- Formatting with the Menu
- Formatting with the Toolbars
- Using the Format Painter
- Adding Shadows to Shapes
- Protecting Shapes
- Page Tools
- Working with Rulers
- Formatting Connector Lines
- Spell Checking Text
- Working with Text
- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Rotating Shapes Precisely
- Formatting Shapes
- Working with Pages
- Styles Explained
- Printing

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

Open Courses

£135+VAT per person per day

Closed Courses at Lutterworth

Starting from £525 +VAT for up to 8 delegates

Courses at your Site

Starting from £525 + VAT for up to 6 delegates. Laptops available