

Training Course Specification

Course: Microsoft Visio 2003 Introduction

Duration: One-Day

COURSE OBJECTIVES: To give an introduction to the drawing tools and features of Microsoft Visio.

WHO SHOULD ATTEND: People who intend to design various kinds of drawings, plans or charts using Microsoft Visio as the software.

EXPERIENCE NEEDED: This course assumes no previous experience of Visio, nor of similar design applications. Delegates should have a very clear understanding of the Windows operating system however and use of a word processor would help (especially Microsoft Word).

COURSE CONTENTS:

1. Using Visio Basics

Starting Visio and Opening a File
Using Stencils and Toolbars
Using the Shape Explorer
Closing Visio
Moving Between Pages in a Drawing
Adding, Reordering, and Deleting Pages
Saving and Closing a Visio File
Using Print Preview
Using Page Setup
Printing a Drawing

2. Creating a Drawing

Starting a Drawing
Adding Master Shapes to a Drawing
Selecting Shapes
Zooming In and Out in the Drawing
Understanding Shapes Components

3. Connecting Shapes

Using Connectors
Connecting Shapes Automatically
Manipulating Connectors
Using the Connector Tool
Using Control Handles
Adding Connection Points

4. Working with Text

Adding Text to Shapes
Creating Text-Only Shapes
Editing Existing Text
Modifying a Text Block
Formatting Text

5. Working with Shapes

Using the Drawing Tools
Resizing Shapes
Formatting Shapes
Moving Shapes
Copying Shapes

6. Manipulating Shapes

Rotating Shapes
Aligning Shapes
Distributing Shapes
Creating and Using Guides

7. Altering Shapes

Changing the Stacking Order of Shapes
Grouping and Ungrouping Shapes
Changing Double-Click Behaviour

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