

## *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:**

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**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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