



Rock Solid Training Course Profile

Microsoft Visio Introduction

One Day Course

Prerequisites

Delegates must have used a PC for a reasonable length of time and be thoroughly familiar with the Microsoft Windows operating system.

Benefits

This intensive, hands-on training course has been designed to give delegates a solid understanding of the Visio 2003 environment, using drawing tools and creating/formatting basic diagrams, drawings, flowcharts and organisation charts.

Course Syllabus

An Overview of Visio

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

Basic Skills: Creating a Directional Map

- Using Stencils
- Saving Files
- Manipulating Shapes
- Adding Text
- Stacking Order

Basic Diagram Skills

- Enhancing Productivity
- Managing Shapes
- Applying Styles

Flowcharts

- Connecting Shapes
- Page Styles
- Cross-functional Flowcharts

Organization Charts

- Creating an Organization Chart
- Organization Chart Data Wizard

Floor Plan

- Creating an Office Layout
- Drawing Scale