

## MICROSOFT VISIO – INTRODUCTION COURSE OUTLINE

<b>APPLICATION</b>	MICROSOFT VISIO
<b>LEVEL</b>	INTRODUCTION
<b>DURATION</b>	ONE DAY
<b>WHO SHOULD ATTEND</b>	<p>This course has been designed for new or recent users of Visio who need to master the basic functionality common to all editions.</p> <p>The course is designed to provide a hands-on understanding of how to use Visio to confidently create business drawings, diagrams and layouts.</p>

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>Overview of ViSiO</b>	understand what Visio can create and explore the Visio screen
<b>Create a new diagram document</b>	understand Stencils and Templates, add shapes to the drawing page, use 1-D and 2-D shapes, move and resize shapes, save & close the diagram document
<b>Edit a diagram document</b>	Insert additional foreground pages, understand and use selection and rotation handles, use master shapes, use control handles and points, connect shapes, connect techniques, view the diagram
<b>Background Pages</b>	understand background pages, insert background pages, add items to background pages, multiple background pages
<b>Shape Manipulation</b>	understand shape alignment, shape stack order, group and ungroup shapes, edit and format shapes, union, join and combine, use the stamp tool
<b>Drawing Tools</b>	use the line, arc, rectangle, ellipse tools, create & save shapes
<b>Page Setup and Printing</b>	change the Page Setup; margins, scaling, preview the document, print the document