

Course Outline - **Microsoft Visio Foundation**

Aims: This course is designed to enable the non-specialist to utilise this comprehensive range of drawing tools to track their workflow and enhance presentations with complete ease.

Pre-requisites: All delegates must have a working knowledge of MS-Windows and the ability to use a mouse.

Duration: One Day

Principal Topics

Visio introduction

Getting started with Visio

Assistance with Visio

File Operations

Working with Shapes

Using the Drawing Tools

Working with Stencils and Text

Using Styles

Multiple Page Diagrams

Flow / Process Mapping

Gantt Chart Diagrams

Finishing a Diagram

Drawing with Layers

Sharing with Other Applications





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