

Microsoft Visio Essentials

Duration: 1 Day

Venue: Cardiff

Book Today Pull your Designs together with MS Visio

Overview

This training course is designed to give learners the ability to transfer information; usually presented as text, into visually rich versatile diagrams. It will also teach you how to generate diagrams from a diverse range of data and allow you to put complex concepts and processes into context. A common use of Microsoft Office Visio is to illustrate business processes.

Who should attend

This course is perfect for those who have little or no knowledge of how to use keyboard shortcuts to save time, relying instead on their mouse.

Content

Introduction

- Creating a New Project

Commands available in Visio

- The Visio work area
- Visio toolbars

Create a diagram from a selected template

- Overview of templates, stencils and objects

Create new drawings

- Using the drawing task pane
- Creating and opening drawings
- Managing drawings
- Working with templates
- Working with stencils, shapes and connectors

Format drawings

- Formatting text and shapes
- Using snap and glue and layers
- Inserting Pictures
- Editing Pages

Share drawings

- Sending Drawings
- Printing Drawings

Customise Visio

- Configuring Visio
- Configuring AutoCorrect Options
- Customising Toolbars

Book Now

02920 440010

training@ecomlearning.co.uk