

## Visio Foundation & Intermediate (2003/2007)

### Proposed course outline

Learn how to get started with Visio to create effective flowcharts and organisation charts.

Courses are tailored to individual requirements but topics which may be covered include:

#### **Introducing Visio**

- Working around the screen
- Templates
- Stencils & Shapes
- Different views
- Moving around pages
- Saving
- Printing

#### **Drawing tools**

- Creating new drawings
- Adding master shapes
- Methods of selecting
- Understanding parts of a shape
- Zooming
- Working with different stencils and shapes

#### **Connecting**

- Connecting methods
- Using connectors
- Using control handles
- Adding connection points

#### **Enhancing shapes**

- Resizing
- Formatting
- Moving and copying
- Deleting
- Rotating shapes

- Alignment
- Working with guides
- Grouping and ungrouping
- Changing the order of shapes

### **Working with text**

- Adding text to shapes
- Editing text
- Formatting text
- Editing text blocks
- Freeform text

### **Organisation Charts**

- Creating organisation charts
- Duplicating shapes
- Changing chart layouts

### **Page Layout**

- Inserting new pages
- Naming Pages
- Inserting Headers and Footers
- Printing pages