

# AVP Training

## Computer Software Training & Consulting

### Visio 2003 Introduction (Level 1)

#### General Description

Introduces the skills necessary to create and manage a wide range of drawings and diagrams such as office floor plans and flowcharts using pre-drawn shapes, multiple page management tools and styles

#### Learning Outcomes

Navigate the Visio interface including the menu bar, toolbars and stencils

Place, move, duplicate, align and group shapes

Add text to shapes, format and edit text

Connect shapes manually or automatically and manage connector lines

Utilise page tools such as zooming, grids and guides and the Drawing Explorer window

Resize, position, rotate and change the order of shapes

Format shapes via the menu bar, toolbars and format painter

Create multiple page drawings and set a background page

Use styles to apply consistent formatting attributes

Print preview and print drawings and diagrams complete with headers and footers

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Microsoft Windows

<b>Course Topics</b>  Visio 2003 Introduction (Level 1)	Visio 2003 interface
	Shape essentials
	Working with text
	Connecting shapes
	Using page tools
	Sizing and positioning shapes
	Formatting shapes
	Managing pages
	Applying styles
	Printing drawings and diagrams

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