

AVP Training

Computer Software Training & Consulting

Visio 2007 Introduction (Level 1)

General Description

Acquire 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 formatting options including themes 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 themes and 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 Windows

Course Topics Visio 2007 Introduction (Level 1)	Visio 2007 interface
	Shape essentials
	Working with text
	Connecting shapes
	Using page tools
	Sizing and positioning shapes
	Formatting shapes
	Managing pages
	Applying themes and styles
	Printing drawings and diagrams

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