

## Microsoft Office Visio Flow Charts Course Outline



### Course aims:

To provide a good working knowledge of Visio for users who are about to start creating flow charts or those who have been and need more assistance with their techniques.

### Pre-requisites:

Delegates must be able to understand computer terminology, be able to use a mouse and keyboard. In addition, they should have a good working knowledge of Windows and have been using Visio.

### Who should attend:

Users who would like to concentrate on flow charting techniques and have been using Visio – this course is not intended for users who have not used the program before.

**Duration:** 0.5 day

<b>Getting started</b>	Starting Visio; understanding grid; ruler; connection points and selection handles, exiting application
<b>Setting up pages</b>	Page setup; changing drawing size & scale; adding, moving and deleting pages
<b>Views, zooms &amp; pans</b>	Viewing and zooming pictures
<b>Rulers, grids &amp; guidelines</b>	Setting the ruler; working with guides;
<b>Working with stencils</b>	Creating, opening and saving stencil files; Adding formatted shapes to stencil
<b>Work with layers</b>	Add and hide layers
<b>Sizing &amp; positioning shapes</b>	Dragging master shapes into drawings; resizing & stretching shapes; wall thickness; rotating & flipping; send to front & back; centre drawing; aligning & distributing shapes; cutting, copying & pasting
<b>Placing &amp; connecting multiple shapes</b>	Copying; duplicating & connecting shapes
<b>Preview &amp; printing files</b>	Print preview; printing drawings