

## Microsoft Office Visio Organisation Charts Course Outline



**Course aims:**

To provide a good working knowledge of Visio for users who are about to start creating organisation charts using data from an external source or those who will be creating charts manually.

**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 organisation 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>Organisation charts using the wizard</b>	Creating, editing organisation charts using the wizard. Importing data from Excel. Organisation chart toolbar
<b>Creating organisation chart manually</b>	Choosing page size, adding shapes, connecting together, reformatting shapes
<b>Charting basics</b>	Changing reporting relationships, change a shape's position type, adding a title to your chart, changing the font or style for text in shapes, changing the layout of a chart, changing the layout spacing, customising the chart theme, showing/hiding divider line chart shapes changing the size of the boxes, changing which custom property fields display on organization chart shapes, hiding subordinates in an organization chart, place a copy of a department on a new page in an organization chart, set the default to automatically position shapes as you create an organization chart, set the default option to turn off automatic shape positioning, set default options for new organization charts
<b>Preview &amp; printing files</b>	Print preview; printing drawings

COURSE OUTLINE