

Microsoft Office Visio Office / Room Layouts Course Outline



Course aims:

To provide a good working knowledge of Visio for users who need to create office/room layouts and produce inventory reports.

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 be using Visio. This course is not intended for new users.

Who should attend:

Visio users who are creating office/room layouts for their organisations – note this is not a technical drawing course.

Duration: 1 day

Getting started	Starting Visio; understanding grid; ruler; connection points and selection handles, exiting application
Setting up pages	Page setup; changing drawing size & scale; adding, moving and deleting pages
Working with Office stencils	Creating, opening and adding shapes to drawings. Creating stencils and saving shapes to stencils
Sizing & positioning shapes	Resizing & stretching shapes; changing wall thickness; rotating & flipping; send to front & back; centre drawing; aligning & distributing shapes;
Formatting shapes and text	Formatting text, lines & corners; adding arrowheads & drop shadows; grouping & ungrouping shapes
Inventory report	Create and produce and inventory report from shapes added to drawings
Preview & printing files	Print preview; printing drawings
Follow on course	Microsoft Office Visio Beyond the Basics course or Microsoft Office Visio Drawing Office Plans Course

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