



Course Prerequisites

This is a beginner course in Visio. It is designed for those who have little or no experience of the application. This course will start Visio from the very start. If you have previously used Visio and are proficient in the course content then you may wish to consider doing an Advanced level course.

D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

Microsoft Visio Core Level

Microsoft Visio is a diagramming tool that can be used to visually communicate technical as well as non-technical representations of ideas, processes, concepts, structures, layouts, software models, blueprints, etc. Microsoft Visio eliminates the laborious process of creating diagrams by providing the tools to create complex diagrams in a user friendly manner. Whether you want to create an office layout, a basic flowchart or an organizational structure, you can do it with minimal effort using Microsoft Visio.

The course will specifically cover the following areas:

- Starting diagrams by using templates.
- Working within the Visio environment.
- Adding shapes to diagrams.
- Moving, sizing, rotating shapes.
- Working with groups.
- Formatting shapes and diagrams.
- Connecting shapes.
- Creating project schedules.
- Creating timelines.
- Importing timelines to create Gantt charts.
- Tracking project details with Gantt charts.
- Creating organisation charts.
- Importing data for organisation charts.
- Laying out office spaces.
- Creating network diagrams.
- Creating Calendars.
- Creating Brainstorm diagrams.

Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course

Course Details

*1 Day Course
Start Time: 9:30am
Finish Time: 4:30pm*

