



4D Group

Visio Introduction

Who would benefit?

This course is for users or potential users of Visio and need to produce diagrams and drawings.

Objective

To give an introduction to Visio allowing participants to make efficient use of this advanced drawing package.

Content

- Discuss individual's needs
- Overview of Visio
- Work with pages:
 - foreground/background, rotate and resize, scale and orientation
- Multiple page diagrams and linking shapes
- Use drawing tools:
 - rotate
 - arrange
 - group
 - format shapes
- Use stencils, connect shapes, add text to shapes and use the stamp tool
- Use and apply styles
- Print and print preview
- Colour, display/hide, lock and print layers
- Share diagrams with other applications
- Automate repetitive tasks
- Create master shapes, templates and stencils

Duration

One day

Further level

There are many versions of Visio and we can offer training in all versions and to the advanced level.