

Get Started Here

Microsoft Visio is the world's most popular application to create real-world drawing using shapes, stencil connectors, pages etc.

One-on-One Personal Computer Training provides a comprehensive introduction to Visio 2007 and will enable you to become productive with the product.

Learning Outcomes

This course is designed for anyone who is new to using Visio. It covers the essential features Microsoft Visio operators need in the day-to-day use of Visio.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of Visio
- ☞ Working with Shapes and Text
- ☞ Connect Shapes Using Connector Lines
- ☞ Working with Page Tools
- ☞ Change the Size and Position of Shapes
- ☞ Work with Multiple Page Drawings
- ☞ Use Styles to Store and Apply Formatting Attributes
- ☞ Use Print Preview and Print Drawings

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Starting Microsoft Visio 2003

- Creating A Blank Drawing From A Template
- The Visio 2007 Screen, The Menu Bar, Using Menu Commands, Using Keyboard Shortcuts
- Using The Toolbars
- ScreenTip
- Opening Stencils, Working With Stencils, Saving A New Drawing Exiting From Visio

Shapes

- Placing Shapes From Stencils, Stamping Shapes
- Selecting Shapes, Moving Shapes, Duplicating Shapes, Aligning Shapes, Distributing Shapes, Grouping Shapes

Working With Text

- Adding Text To Shapes, Formatting Text In Shapes
- Selecting And Editing Text, Creating A Heading
- Creating A Text Block, Aligning Text, Spell Checking Text

Getting Connected

- Connecting Shapes, Connecting Shapes Manually, Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines, Changing Line Direction, Manipulating Connector Lines, Formatting Connector Lines

Page Tools

Formatting Shapes

Working With Pages

Styles

- Styles Explained, Modifying The Connector Style, Defining A New Style, Applying A Style, Basing One Style On Another Style, Partial Styles, Deleting Styles

Printing

- Using Print Preview Creating Headers And Footers, Print Setup Options, Printing Options, Changing Page Size

Prerequisites

Students should already be familiar with PCs and Windows but no Microsoft Visio experience is necessary.

Enquiries

Telephone - 07 4728 5582

Fax - 07 4728 5905

Email - info@1-on-1.biz

Web Address - <http://www.1-on-1.biz>

