

Microsoft Visio

- Course Code: ASKBV7
- Course Duration: 1 day (8 hours), 9:00am – 5:00pm
- Course Fee: \$299.60 (Inc. GST) per participant, SDF grant entitled.
- Course Dates: Refer to <http://asktraining.com.sg/calendar>

Course Objectives: By the end of the course, the participant would be able to create a great variety of drawings to suit the organisation needs easily. Drawing includes Process Flowcharts, Maps, Floor plans, Office layouts, Organisation charts, Network or Engineering diagrams, Schedule, Calendars and many other drawings.

Getting Started

- Starting Out
- Interacting with Visio
- Working with Files
- Using the Getting Started Window
- Getting Help in Vista

Creating a Basic Drawing

- Creating a Basic Drawing
- Basic Editing Commands
- Formatting Shapes
- Adding Text
- Formatting Text
- Working with Pages

Doing More with your Drawing

- Other Ways to Add Shapes
- Working with Shapes
- More Shape Tasks
- Using Layers
- Adding Objects
- Adding Advanced Objects

Working with Visio Files

- Using Templates
- Using Stencils
- Saving Visio Files
- Advanced File Tasks

Viewing and Printing your Drawings

- Managing your Drawings
- Managing Windows
- More Visio Windows
- Using Print Preview
- Printing a Drawing



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