



<http://www.multimediacentre.co.za>

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Microsoft Visio level 1 course content (1-day)

Course Description

Microsoft Visio Beginners course teaches the basic functions and features of Visio Professional. Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports.

Target Audience

This course is for students who have little or no Visio experience. Students will get the most out of the course if their goal is to become proficient in creating flow diagrams, basic organisation charts and network diagrams.

Prerequisites

Good working knowledge of the Windows Operating System and proper IT skills

Course Outline:

1. The Visio Environment

- Visio Basics
- Navigating in Visio
- Using windows and stencils
- Manipulating objects

2. Drawing Tools

- Basic shapes and lines
- Compound lines
- Editing objects

3. Basic Diagrams

- Planning a diagram
- Creating a basic diagram
- Working with text
- Working with organization charts

4. Formatting Drawings

- Formatting text
- Formatting text blocks
- Formatting shapes and lines

5. Working with Pages

- Creating and setting up a drawing
- Working with background pages
- Working with links
- Printing diagrams

6. Network and Brainstorming Diagrams

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

7. Introduction to Advanced Features

- Advanced layout and connection techniques
- Custom properties
- Reporting

Microsoft Visio level 2 course content (1-day)

Course Description

Microsoft Visio Advanced course builds on the concepts and skills taught in Visio: Basic. Students will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams. They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

Target Audience

The target student for this course should have basic knowledge of Visio Professionals that would like to become proficient in creating technical layouts, business diagrams, network diagrams, Web site maps, software and database diagrams and custom shapes and templates. Students will also learn how to integrate Visio with other applications.

Prerequisites

Microsoft Visio Professionals for Beginners or equivalent working experience

Course Outline

1. Creating Technical Layouts

- Layers
- Drawing scales
- Dimensioning

2. Advanced Formatting

- Themes and styles
- Templates

3. Custom Shape Design

- Special drawing operations
- Shape behaviour and events
- Custom stencils

4. Business Diagrams and Web Site Mapping

- Block, tree, and onion diagrams
- Flowcharts
- Organization charts
- Project management diagrams
- Web site maps

5. Integrating Visio with Other Programs

- Integration with Microsoft Word
- Integration with Power Point
- Integration with Microsoft Outlook
- Working with Web-enabling features

6. Software and Database Diagrams

- Documenting software systems
- Database model diagrams