

Productiv_IT with MS Visio

Computer Lab Workshop One Day

MS Visio is a tool that enables visual communication through the creation of business drawings. It enables you to create diagrams and drawings so that concepts, business processes, procedures, planning, implementation and the like can be transferred into a visual presentation.

Objective

This workshop will show you how to use the stencils, shapes, connectors, object styles and text in MS Visio that will improve your effectiveness when creating charts and diagrams. We teach you a systematic approach to MS Visio using many shortcuts that will help you to save time during the building process of your diagram & charts. On completion of this workshop you will understand how and when to apply specific functions in MS Visio to enhance flowcharts, organisation charts and other process diagrams.

Overview

You will learn ways to use MS Visio that will help you to illustrate ideas, processes, systems, and numerical data with diagrams.

You will learn lots of shortcuts and tips to get MS Visio working in ways that make you less stressed, more productive and more likely to achieve your goals.

Topics Covered	
Getting Started in Visio <ul style="list-style-type: none"> - MS Visio 2003 Screen - Toolbars - Working with Stencils 	Sizing & Positioning Shapes <ul style="list-style-type: none"> - Sizing & Resizing - Positioning (Snap to Grid) - Rearranging Shapes
Shapes <ul style="list-style-type: none"> - Flowchart Shapes - Creating Shapes - Modifying Shapes - Grouping Shapes 	Formatting Shapes <ul style="list-style-type: none"> - Using Menus - Using the Toolbars - The Format Painter - Other Shape Attributes
Working with Text <ul style="list-style-type: none"> - Adding Text - Modifying Text - Aligning Text 	Working with Pages <ul style="list-style-type: none"> - Naming Pages - Navigating Pages - Page Orientation - Setting Backgrounds
Getting Connected <ul style="list-style-type: none"> - Connecting Shapes - Adding Text to Connectors - Modifying Connectors 	Styles <ul style="list-style-type: none"> - What are Styles - Style Attributes - Defining New Styles

Page Tools

- Page Tool Guide
- Rulers & Grids
- Scaling
- The Drawing Explorer

Printing

- Headers & Footers
- Page Setup
- Printing Options

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

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Enrolment Form - Productiv IT with MS Visio

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 4.45 p.m.

Name of Attendee	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
6.		

Organisation:	
Branch/Division:	
Address:	
Phone Number:	
Fax Number:	

Payment Details

Total price \$545x _____ attendees = \$ _____ \$495 early bird price (early bird applies to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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