

Visio 2010 Essentials Workshop

Your participants will learn how to use the basic features of Visio 2010. This workshop is designed to teach you a basic understanding of Visio 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advance features right on a computer.

Visio 2007 is a drawing application that uses different shapes and stencils to help you draw different types of diagrams. You can use Visio to create simple flowcharts, complicated engineering plans, or even floor plans.

Workshop Objectives:

- Open and close Visio
- Understand the Visio 2010 interface
- Use the backstage view to create a new blank drawing or a drawing from a template
- Use the backstage view to open files and use the recent list
- Save files
- Switch between files
- Setup screen elements, guides, and ruler and grid settings
- Find and place shapes on a drawing
- Add text to a shape
- Resize, move, delete, and duplicate shapes
- Use the Tools group
- Use cut, copy, and paste
- Format fonts and paragraphs with a variety of features, including using preset styles
- Use bullets
- Rotate text blocks
- Use themes
- Validate the drawing
- Add a legend
- Share the drawing by printing, e-mailing, or saving it as a picture



For more information on this workshop or to reserve your spot, please contact:

Zelna Naude – 082 786 5690 – zelna@boekhoukursusse.co.za