

Productiv_IT with MS Visio 2003

Productiv_IT with MS Visio 2007

Productiv_IT with MS Visio 2010

One on One (1/2 day), Small or Large Groups (1/2 to 1 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.

Location

Training can be provided on your premises or in a 3rd party computer room.

The shortcuts and tips you will learn will get MS Visio working in less stressful and more productive ways which will help you achieve your goals.

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

Enrolment Form – Productiv IT with MS Visio

Visio 2003 Visio 2007 Visio 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

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 session.