

VISIO 2007 COMPLETE

Unit Standard	116933
NQF Level	1
Credits	3
Duration	1 Day
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This training course has been designed to give learners a solid understanding of the Microsoft Visio 2007 environment, using drawing tools, creating/formatting basic diagrams and drawings, as well as working with pages and creating diagrams for network and brainstorming applications.

COURSE OUTLINE

- Use Visio drawing and diagram types;
- Use a template to start a diagram;
- Customise the Visio drawing environment;
- Use Visio online Help;
- Work with block diagrams and move, size, rotate and copy shapes;
- Format individual shapes, add decorative elements and apply themes to entire diagrams;
- Connect shapes, use connectors in a flowchart, use layout tools to distribute, align and position shapes;
- Use Visio timelines and Gantt charts, create timelines, export timeline data and track project details;
- Create an organisation chart, view and modify data stored within shapes, display and format text within shapes, change chart layouts and add colour and background to charts;
- Use the Office Layout template and use layers to organise shapes in an office layout;
- Create a diagram of a network infrastructure, add information to the network equipment shapes, and create a hardware report.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand basis of working with Visio;
- Create a Diagram;
- Connect Shapes and add Text to Shapes and Diagram;
- Use Visio Diagrams on the web;
- Store Data in Diagrams;
- Use Visio 2007 Diagrams with other programs;
- Saving and Printing work in Visio;
- Visualise an Organisation.