

# MSC Computer Training

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## Training Course Specification

### Course: Visio Introduction

#### Duration: One day

**Aims and objectives of the workshop:**

At the end of this course users will have a good working knowledge of Visio basics and will feel more confident using Visio, create a diagram or a chart. Understand and using some of the built-in drawing and object tools that will enable users to progress to creating concise and clear diagrams and charts.

**Who should attend:**

Those who wish to use the programme to produce diagrams and organisation charts

**Experience needed:**

No previous experience of the programme is required

#### Overview of Visio

#### Visio Terminology

#### Managing Shapes

- Use shapes
- Selection Handles
- Connection Points
- Rotation Handles
- Control Handles
- Ruler and Grid measurements
- Guides
- Connection points
- Snap and Glue dialogue box
- Use Text in a diagram
- Open and Closed shapes
- Align and distribute shapes
- formatting shapes
- Group shapes
- Shape order

#### Create an organisation chart

#### Create a flow chart