

Microsoft Visio 2003 Module 1

General Description	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Visio 2003 effectively to create diagrams and flowcharts.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• understand what Visio is used for and how to start and close Visio• work with shapes• work with text• connect shapes using connector lines• work with page tools• change the size and position of shapes• apply a range of formats to shapes• work with multiple page drawings• use styles to store and apply formatting attributes• use print preview and print drawings.
Target Audience	This course is intended for people who wish to use Microsoft Visio 2003 to create business drawings, which can be used to describe procedures, planning, organisational structures etc.
Prerequisites	This course is designed for participants with little or no knowledge of the software. However a basic familiarity with computers and Microsoft Windows would be of assistance.
Pages	10 chapters, 146 pages, and 20,615 words!
Approx* Duration	76 exercises. Anticipated duration* of 12.7 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, July 19, 2006 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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