



Microsoft Visio

Duration : 30 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : 8 <u>Students</u>	For the latest <u>start dates</u> and <u>course fees</u> visit www.edenhousecomputing.co.uk

This series introduces users to Microsoft Visio, a powerful diagramming and drawing application that can be used to create business and technical diagrams. Learners will study the basics of the Visio interface and tools, explore the templates, stencils, and pre-defined shapes provided with Visio, and construct simple Visio diagrams.

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving Licence) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Basic / Intermediate MS Visio – £150

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



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Programme Developed For

This series is for anyone who wants to get the most out of using Microsoft Visio Application.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

- Using Tools, Commands, Custom Toolbars, and Menus
- Working with Objects and Hyperlinks
- Using the Shape Menu
- Working with Shapes
- Defining and Using Styles, Custom Properties and Templates
- Working with Pages, Layers, and Stencils
- Working with Data
- Understanding Shape Sheets
- Working with Flowcharts
- Creating Database Models

Certification and Further Progression

Participation Certificate