



Manor Training

DELIVERING EXCELLENCE

Microsoft Visio Introduction - 1 Day

Creating, Saving and Opening files

Customising the User Interface

Creating Basic Drawing Shapes

Working with Stencils

Using Menus, Toolbars and Shortcut Keys

Scaling and Resizing Objects

Using Boolean Operations to Create new shapes

Understanding Master Shapes and Connection Methods

Adding Text to a Layout

Creating Background Pages

Importing and Exporting Data

Creating Layers

Creating Custom Stencils

Building a diagram of your choice