RARE IT

Microsoft Visio 2007 Foundation – 1 Day

There are two versions of Visio 2007 available; Visio Standard and Visio Professional. For the most part, the user interface and the core functions are the same in both versions, which means that this course is useful whichever version you have .

Visio Standard is designed for general business use, while Visio Professional is geared more towards engineering and information technology professionals. (Of course, Visio Professional can be used for general business diagrams as well).

No previous knowledge of Visio is required to complete this course.

Section One: Getting Started

- Starting Out
- Interacting with Vista
- Working with Files
- Using the Getting Started Window
- Getting Help in Vista

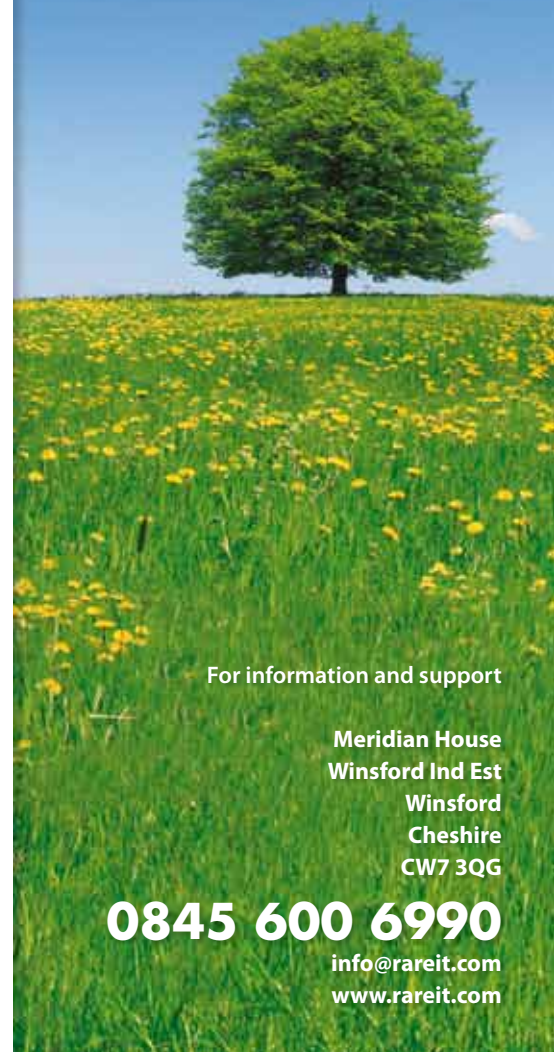### Section Two: Creating a Basic Drawing

- Creating a Basic Drawing
- Basic Editing Commands
- Formatting Shapes
- Adding Text
- Formatting Text
- Working with Pages

Section Three: Doing More with your Drawing

- Other Ways to Add Shapes
- Working with Shapes
- More Shape Tasks
- Using Layers
- Adding Objects
- Adding Advanced Objects

Section Four: Working with Visio Files

- Using Templates
- Using Stencils
- Saving Visio Files
- Advanced File Tasks

Viewing and Printing your Drawings

- Managing your Drawings
- Managing Windows
- More Visio Windows
- Using Print Preview
- Printing a Drawing

INVESTOR IN PEOPLE

For information and support

**Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG**

0845 600 6990

**info@rareit.com
www.rareit.com**