❖ **General Description**

The skills and knowledge acquired in *Microsoft Visio 2013 - (with Challenge Exercises)* are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- work with the basic features of *Visio*
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- work with page tools
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with *Gantt* charts
- create and work with cross functional flowcharts

❖ **Prerequisites**

Microsoft Visio 2013 - (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

194 topics

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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Microsoft Visio 2013
(with Challenge Exercises)

INFOCUS COURSEWARE

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Product Information