Microsoft Visio 2007
Module 1

General Description	The skills and knowledge acquired in Microsoft Visio 2007 Module 1 sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features of Microsoft Visio 2007.
Learning Outcomes	At the completion of Microsoft Visio 2007 Module 1 you should be able to: - start Microsoft 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 themes and styles to apply and store formatting attributes - use print preview and print drawings
Target Audience	Microsoft Visio 2007 Module 1 is designed for people who need to know how to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans, organisation charts, and the like.
Prerequisites	Microsoft Visio 2007 Module 1 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.
Pages	102 pages
Approx* Duration	10 hrs
Course Disk	Many of the topics in Microsoft Visio 2007 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF755.
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.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* 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 Tuesday, April 21, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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Product Information