

---

### Prerequisites

Little or no knowledge of the software is assumed. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### General Description

The skills and knowledge acquired 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
- Print, email and export drawings
- Create simple organisation charts
- Work with organisation chart data
- Create and modify calendars
- Create and work with **Gantt** charts
- Create and work with cross functional flowcharts