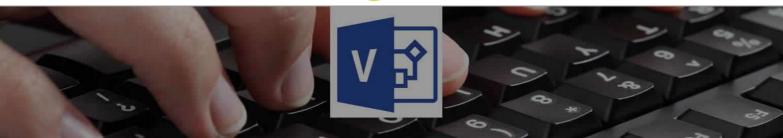See more at www.zandax.com/courses/visio-2016-introduction

Course information from ZandaX

Microsoft Visio 2016 Basics

A premier Microsoft Visio training course from ZandaX

Course duration: 2 hours of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

✔ Fundamental Skills
✔ Building on the Basics

What does our Visio 2016 Basics course cover?

Start Creating Professional Diagrams Using Visio

This easy to follow course is for new users to Microsoft Visio who want to create professional diagrams in the shortest possible time.

It's also a great course if you use Visio, but want to refresh your skills using best practice.

You don't need any experience with Visio, but you do need to know the basics of using a PC with a Windows operating system.

This Microsoft Visio skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?
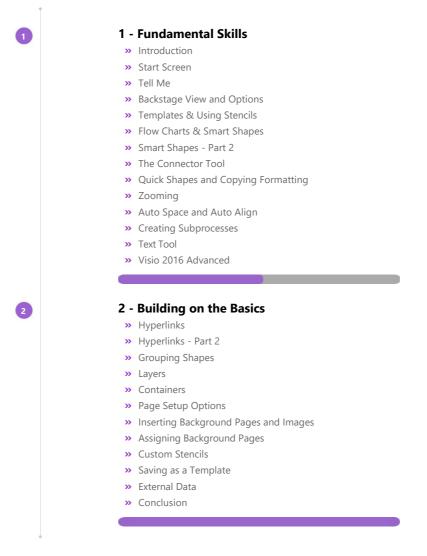Just think about this: how much would you benefit if you had better Microsoft visio skills?

Course requirements

You don't need any experience with Visio, but you do need to know how to use a PC with a Windows operating system.

Who's this course for?

This easy to follow course is for new users to Microsoft Visio who want to create professional diagrams in the shortest possible time, or if you already use Visio, but want to refresh your skills using best practice.

Course content for Microsoft Visio 2016 Basics

1
1 - Fundamental Skills
» Introduction
» Start Screen
» Tell Me
» Backstage View and Options
» Templates & Using Stencils
» Flow Charts & Smart Shapes
» Smart Shapes - Part 2
» The Connector Tool
» Quick Shapes and Copying Formatting
» Zooming
» Auto Space and Auto Align
» Creating Subprocesses
» Text Tool
» Visio 2016 Advanced

2
2 - Building on the Basics
» Hyperlinks
» Hyperlinks - Part 2
» Grouping Shapes
» Layers
» Containers
» Page Setup Options
» Inserting Background Pages and Images
» Assigning Background Pages
» Custom Stencils
» Saving as a Template
» External Data
» Conclusion

More about the ZandaX Microsoft Visio 2016 Basics course

A Fantastic Grounding in Using Microsoft Visio

Microsoft Visio is probably the most popular application for creating diagrams for use in flowcharts, decision diagrams, plans and network schemes. It doesn't only make these jobs easier, but it greatly improves the quality of what you produce.

Our course starts from the beginning, by introducing Visio to you, then covering the four building bricks of all Visio diagrams: shapes, stencils, text and objects.

We show you how to finish your diagrams, and how to create three of the most popular types of diagrams: flowcharts, process diagrams and organization charts.

You then will have a solid base for using Visio to create high quality diagrams that enhance your documents and presentations.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get accompanying exercises that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/visio-2016-introduction to view the latest details, including related courses, prices and quantity discounts.