



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

MS Visio (Introduction to Intermediate)

Overview

This two-day course is designed to help delegates to produce diagrams and floor plans.

Objectives

- Understanding the Visio interface and its many templates
- Creating route maps and using shapes
- Create Process Diagrams and Cross-Functional Process Diagrams
- Create Floor Plans, Office Layouts and other plan related functions, such as Electrical & Plumbing
- Create Pivot Diagrams, Organizational Charts from external data
- Import a Project Plan

Course Prerequisite

MS Excel (Introduction)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Any health and safety officer who has to by law create illustrations with fire escape routes and display them at various sections in the office. Also, anyone who needs to create floor plans, office plans, organizational charts and IT architecture designs.

Course Outline

This course consists of the following 11 modules

Module 1	Explore the Visio Interface/Templates/Understanding Stencils/Getting Help.
Module 2	Creating Road Maps/Using Stencils/Using the Stamp Tool/Using Shapes from other Stencils/Search for Shapes/Manipulate Shapes/ Selecting & Deselecting Shapes/Deleting Shapes/Understand Shapes/Shape Connection Points/The Pan & Zoom Window/The Size & Position Window/Manipulating 1-D & 2-D Shapes/Using Layout Guides/Using Guide Points/The Format Painter/Changing the Stacking Order.
Module 3	Enhancing Basic Diagrams/Grouping Shapes/Aligning Shapes/Spacing Shapes/Numbering Shapes/Formatting Shapes/Using Containers to clarify structure of Diagrams.
Module 4	Creating Process Diagrams/Creating Flowcharts/The Auto-connect Feature/Types of Connectors/Adding Text to Connectors/Page Types/ Creating a Foreground Page/Creating a Background Page/Applying Theme Colours & Effects/ Create a Cross-Functional Flow Chart.
Module 5	Creating Organizational Charts/Organizational Chart Shape Types/Arranging the Organizational Chart/Create Subordinates/Format an Organization Chart.
Module 6	Working with Custom Shapes/Using the Drawing Tools/Using Basic Shapes/Enhancing & Aligning Basic Shapes.
Module 7	Create Custom Stencils/Document Stencils/Customizing the Stencil Master/Master Properties/Edit a Master Shape.
Module 8	Templates/Headers & Footers/Backgrounds/Protecting the Background/Converting a Foreground to a Background.
Module 9	Create a Scaled Office Layout or Floor Plan/Adjusting the Drawing Scale/Ruler Zero Point/Convert to Walls Command/Working with Layers/Adding & Editing Layers.
Module 10	Presenting external Data in Visio/Creating Pivot Diagrams & Organizational Charts using Excel Data/Inserting Hyperlinks/Setup a Gantt Chart/Summary Tasks/Subordinate Tasks/Data Columns/Adjust the Time Unit/Print a Large Gantt Chart.
Module 11	Linking Visio drawings to other Applications/Converting a Visio Drawing to a Web Page/Printing a Drawing/Change the Drawing Page or Printer Paper Size.

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire