



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Microsoft Visio - Introductory

Who is it for ?

For users who have no prior knowledge of Microsoft Visio application.

What is it about and what will it do ?

Develop skills in Microsoft Visio application.

Typical Objectives

Development of basic skilling / knowledge relative to Microsoft Visio application.

Indicative Outline Content

- Visio overview
- Basic techniques
- Creating a flow diagram
- Formatting basics
- Creating the organisation chart
- Creating stencils
- Using page layout wizard
- Importing graphics

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