

learning  
equals  
development

## EQV Course Outline



■ Visio Introduction

■ 1 Day

Tel: 0844 888 2732 E-mail: [lets-talk@eqv.co.uk](mailto:lets-talk@eqv.co.uk) [www.eqv.co.uk](http://www.eqv.co.uk)

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

# Visio Introduction

## (1 Day)

### Business Benefit

Flowcharts and room layouts and business plans can be generated within this product.

### Who Should Attend?

Anyone who has no prior knowledge of Visio and existing users who wish to improve their use of Visio.

### Learning Objectives

*By the end of this course  
you will be able to...*

- Create accurate drawings
- Manipulate objects
- Add text and work with shapes
- Create master shapes and multiple page drawings
- Manage page setup
- Print drawings

### Course Content

- The Screen Layout
- Object Manipulation
- Adding text to a drawing
- Saving & opening Files
- Smartshapes
- Grouping Shapes
- Formatting
- Creating & Drawing Shapes
- Creating Master Shapes
- Multiple Page Drawings
- Layers & Backgrounds
- Page Setup
- Printing Drawings in Visio
- Importing Graphics

2011  
Jul 12  
Aug 10  
Sep 12  
Oct 12  
Nov 10  
Dec 08

2012  
Jan 11  
Feb 08  
Mar 07  
Apr 10  
May 08  
Jun 07  
Jul 10  
Aug 08  
Sep 05  
Oct 03  
Nov 29

### You may also be interested in

Crystal Reports Intermediate, Crystal Reports Advanced

### Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:  
**£165**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should you have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

## What Delegates Say about this course

*"The course was very helpful and informative"*

*"Excellent, 10/10"*

*"Great Intro to a confusing subject"*

