Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Visio

Clear overview of course topics, training scope and key information.

The Microsoft VISIO course is intended for interested participants who want to learn to work with the program.

COURSE CONTENT

01 Introduction to Microsoft Visio

Getting familiar with the program environment.
Basic techniques for working in Visio.

02 Working with Pages

Creating drawings.
Drawing tools.
Formatting, working with text, printing.

03 Extension Techniques

Working with layers.
Formatting using styles.
Color adjustment of shapes.
Editing templates.
Preparatory modules.
Linking to other applications.
Export, import, output of drawings to AutoCAD.

04 Examples

Diagrams, table chart, marketing diagrams.
Timelines, spatial layout (use of Visio in practice).

05 Add-ins in MS Visio

Toolbar, dialog windows.
Keyboard shortcuts (text formatting, zoom in, zoom out, ..).
Discussion.
Conclusion.

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/visio