

# Visio 2007 Essentials Workshop

---

The participants will learn how to use the basic features of Visio 2007. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer. Taking the time to learn about the basic features of Visio 2007 will increase their creative skills.

This course will help the participants get up and running with Visio 2007. We'll show them how to create drawings, add shapes, customize their screen for maximum productivity, and format their drawing.

## Workshop Objectives:

---

- Open and close Visio
- Use the Getting Started window
- Manage Visio files
- Create a basic drawing (including adding and connecting shapes)
- Customize the drawing area
- Edit and format shapes
- Add, edit, and format text
- Print or e-mail a Visio drawing



For more information on this workshop or to reserve your spot, please contact:

Amaztech Training and Development

Tel: 031 262 7863 Fax: 086 643 5973

Cell: 082 772 3566

Email: [info@amaztech.co.za](mailto:info@amaztech.co.za)

Web: [www.amaztech.co.za](http://www.amaztech.co.za)