



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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Microsoft Visio

✓ Step 1 – Select Product

Application – Microsoft Visio

Platform – Microsoft Windows

Versions – 2013, 2016, 2019

Level – 1

Location – Client site

Prerequisites:

- Basic Keyboard Skills
- Basic Computer Skills

- ☐ Collaboration Options
- ☐ Layers
- ☐ Org Charts
- ☐ Calendars
- ☐ Gantt Charts
- ☐ Cross Functional Flowcharts
- ☐ Floor Plans
- ☐ Mind Maps
- ☐ Directional Maps

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

Level 1

- ☐ Exploring Visio
- ☐ Stencils
- ☐ Shapes
- ☐ Size, Align and Format Shapes
- ☐ Connect, Snap and Glue
- ☐ Containers
- ☐ Adding Text
- ☐ Create, Group and Order Shapes
- ☐ Pages, Page tools & Page Setup
- ☐ Themes