



Microsoft Visio Introduction

Participants on this feature packed Microsoft Visio Introduction 1 day course will gain an understanding of the fundamental principles of Visio, creating a variety of business diagrams using Visio's extensive array of templates and stencils, working with shapes and connectors as well as editing and formatting diagrams for presentation. You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Visio is required, participants who are self-taught or currently using diagrams created by others will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Visio Orientation

- Exploring the Visio Interface
- Finding and Using Commands
- Using Templates

Working with Templates

- Creating Diagrams from Templates
- Using Stencils
- Understanding Visio Shapes
- Searching for Shapes

Working with Shapes

- Using Smart Shapes in Visio

Page Setup

- Understanding Visio Pages
- Setting up your Page
- Dimensions and Scales
- Foreground/Background Pages

Creating Flow Charts

- About Flowcharts
- Basic Flowcharts
- Adding Flowchart Shapes
- Working with Shape Properties
- Using Connectors
- Cross-Functional Flowcharts

Creating Organisation Charts

- About Organisation Charts
- Creating Organisation Charts from Scratch
- Using the Organisation Chart Wizard

Using Connectors

- About Connectors
- Working with Connection Points

Workshop – Creating Diagrams

- About Diagrams
- Brainstorming Diagrams
- Network Diagrams
- Timelines
- Gantt Charts



Well-paced course - facilitator was excellent and I learned a lot more than I expected to.

E. Hayes