

Visio Introduction

Course Code

SSAV1001

Duration

1 Day

Format

Classroom | Virtual

Overview

Microsoft Visio has taken diagram and flowchart designing to the next level and streamlined the entire process. It accomplishes this with a wide range of templates and shapes that can be used to create a visual explanation that will be easy for your audience to understand. Using Microsoft Visio Desktop, you will learn how to create diagrams and flowcharts.

Objectives

By the end of this course, delegates should be comfortable using Visio to create simple diagrams on a day-to-day basis and capable of creating organisational charts, floor plans, cross-functional flowcharts, and network diagrams.

Content

Lesson 1: Getting Started with Visio

- Navigate the Visio Environment
- Create a Basic Drawing
- Use the Help System

Lesson 2: Creating a Workflow Diagram

- Use Drawing Components
- Modify a Drawing
- Work with Callouts, Groups and Containers

Lesson 3: Creating an Organisation Chart

- Create a Basic Organisation Chart

Lesson 4: Making a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

Lesson 5: Creating a Cross-Functional Flowchart

Who Should Attend

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New and existing users of Visio who want to learn how the product is used efficiently in the production of complex flow charts and diagrams.

Prerequisites

It is assumed that delegates on this course are familiar with Microsoft Windows and using a web browser.

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- Create a Cross-Functional Flowchart
- Modify a Cross-Functional Flowchart

Lesson 6: Creating a Network Diagram

- Create Network Diagrams
- Use Shape Data
- Use Layers

Lesson 7: Styling a Diagram

- Work with Shape and Connector Styles
- Work with Themes and Variants

Lesson 8: Sharing Drawings

- Review Drawings
- Insert Drawings into other documents
- Export Drawings
- Print Drawings