

Course Name

Microsoft Visio

Course Duration

One Day

Course Objectives

This course is designed for those who are new to Visio and who will be using it to create basic workflows and perform end-to-end flowcharting. You will create diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Course Content

- **Getting Started with Visio**
 - Navigate the Visio Environment
 - Use Backstage Commands
 - Save a File
- **Creating a Workflow Diagram**
 - Use Drawing Components
 - Modify a Drawing
 - Callouts and Groups
- **Creating an Organization Chart**
 - Create a Basic Organization Chart
 - Modify an Organization Chart
- **Making a Floor Plan**
 - Make a Basic Floor Plan
 - Model a Room Layout
- **Creating a Cross-Functional Flowchart**
 - Create a Cross-Functional Flowchart
 - Format a Cross-Functional Flowchart
- **Creating a Network Diagram**
 - Network Diagrams
 - Use Shape Data
 - Use Layers
- **Styling a Diagram**
 - Shape and Connector Styles
 - Themes and Variants
 - Use Containers

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](https://www.insighta.co.uk)**