



Microsoft Visio is a graphics drawing package with applications that assist the user in tracking their workflow; communicate with their department's reporting structure, or enhancing their presentations with complete ease. Close integration with the leading MS Windows applications, such as MS Office and Lotus Notes, means Visio provides the non-specialist with a comprehensive range of drawing tools.



**Course Title: Creating Drawings and Diagrams | Duration: 1 Day | Course Code: ITG03**

During this one day training course, you will learn fundamental MS Visio skills whilst creating several types of diagrams using Visio, including flow charts, flow diagrams and organisational charts. Little or no experience using Visio is required; however, you should have a good understanding of the MS Windows environment.

You will learn basic Visio techniques and shortcuts to enhance your productivity, together with how to use the unique tools designed for each type of drawing.

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

**Note:** So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





## Microsoft Visio: Introduction



### Course Title: Creating Drawings and Diagrams

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### Course Description:

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### Course Requirements:

No previous experience of Microsoft Visio is required however the delegate should have knowledge in basic computer skills.

### Course Content:

- What is Visio (Introduction / Background)
- The Visio Screen (Layout / Tools / Options)
- Page Set Up (View / Scales / Foreground / Background pages)
- Drawing with Visio (Basic Shapes / Stencils)
- Using & Manipulating Shapes (Scaling / Twisting / Rotating / Duplicating / Positioning)
- Formatting Objects (Borders / Fill Colour / Shadows / Corner Rounding)
- Working with Text (Text Box Alignment / Formatting / Cut / Copy / Paste)
- Connecting Shapes (Static Glue / Dynamic Glue)
- Moving Connection Points (Moving / Creating / Deleting)
- Ordering Shapes (Front / Middle / Back)
- Working with Layers (Creating / Deleting / Assigning Objects)
- Working with Stencils (Drag & Drop)
- Creating Stencils (Creating / Adding Shapes / Saving)
- Brain Storming Charts (Creation / Amending / Tips)
- Organisational Charts (Creation / Amending / Tips)
- Flow Charts (Creation / Amending / Tips)
- Room Layouts (Creation / Amending / Tips)
- Directional Maps (Creation / Amending / Tips)
- 3D Directional Maps (Creation / Amending / Tips)
- Tips & Tricks
- Workshop

### Follow On Courses:



## Microsoft Visio: Masterclass



### Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

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