



## Microsoft Visio

Duration 1 Day

**In this course you will design and manage basic diagrams, workflows, and flowcharts.**

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Office Visio Professional has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

### **Target Audience:**

This course is designed for delegates who have an understanding of basic workflows and the concept of end-to-end flowcharting.

### **Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Prerequisites

- An appreciation of drawing applications and design concepts
- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

## Delegates will learn how to

At the end of this course you will be able to:

- Explore the Visio interface
- Create a route map
- Enhance a basic diagram
- Create process diagrams
- Create an organization chart

# Outline

## **Lesson 1: Getting Started with Visio**

- **Topic 1A:** Explore the Visio Interface
- **Topic 1B:** Get Help in Visio

## **Lesson 2: Creating a Route Map**

- **Topic 2A:** Add Shapes to a Drawing
- **Topic 2B:** Manipulate Shapes
- **Topic 2C:** Add Text
- **Topic 2D:** Format Text
- **Topic 2E:** Change the Stacking Order

## **Lesson 3: Enhancing a Basic Diagram**

- **Topic 3A:** Manage Shapes
- **Topic 3B:** Format Shapes

## **Lesson 4: Creating Process Diagrams**

- **Topic 4A:** Create a Flowchart
- **Topic 4B:** Apply Page Styles
- **Topic 4C:** Create a Cross-Functional Flowchart
- **Topic 4D:** Create a Workflow Diagram

## **Lesson 5: Representing an Organization Hierarchy**

- **Topic 5A:** Create an Organization Chart
- **Topic 5B:** Modify an Organization Chart