Microsoft Office Visio Level 1

IS THIS FOR YOU?

This course is for anyone for wants to learn how to use Microsoft Visio to create basic workflows and perform end-to-end flowcharting.

AIMS AND OBJECTIVES

Learn how to create maps, drawings and diagrams using the extensive gallery of shapes that Visio has to offer.

PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

ABOUT THIS COURSE

Lesson One – Getting Started with Visio
- Navigate the Visio Environment
- Use Backstage Commands
- Save a File

Lesson Two – Creating a Workflow Diagram
- Use Drawing Components
- Modify a Drawing
- Callouts and Groups

Lesson Three – Creating an Organisation Chart
- Create and Modify an Organisation Chart

Lesson Four – Making a Floor Plan
- Make a Basic Floor Plant
- Model a Room Layout

Lesson Five – Creating a Cross-Functional Flowchart
- Create and Format a Cross-Functional Flowchart

Lesson Six – Creating a Network Diagram
- Network Diagrams
- Use Shape Data
- Use Layers

Lesson Seven – Styling a Diagram
- Shape and Connector Styles
- Themes and Variants
- Use Containers
- Model a Room Layout
- Make a Basic Floor Plan

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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