

Microsoft Visio Introduction

One Day

A hands-on instructor-led Microsoft Visio training course helping people who would like to have a level of ability with Visio to create business diagrams and technical drawings combining power, ease of use and flexibility. This is achieved by learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

Course Aims

Visio training courses aim to increase each participant's overall ability and confidence in using Visio features that can be directly applied to their work. The aim on this first level of Visio training is for delegates to become familiar and confident with what can be achieved in Visio. Training therefore covers:

- Learning ways of creating drawings which include existing and new shapes and lines
- Using Stencils to manage shapes and pages to manage drawings
- Setting up pages for printing and sharing

Course Content

Creating a Drawing

- Grids, guides and rulers
- Views
- Pasteboard

Working with Shapes

- Drawing shapes
- Sizing, nudging and moving shapes
- Connecting shapes
- Rotating and flipping shapes
- Joining and breaking shapes
- Adding text
- Using the text ruler

Fine-Tuning your Drawing

- Alignment and distribution
- Creating line jumps
- Lay out shapes
- Dynamic fields

Types of Drawings

- Business diagrams
- Process diagrams
- Flowcharts
- Floor Plans
- Maps

Formatting

- Styles
- Local Formatting
- Colour Schemes and backgrounds

Working with Pages

- Inserting and deleting pages
- Rearranging and renaming pages
- Page set-up

Stencils

- Adding and removing Stencils
- View options

Printing

- Page Setup
- Printing

Microsoft Visio Advanced

One Day

A hands-on instructor-led Microsoft Visio training course helping people upskill from an already fair existing knowledge of Visio to further enhance their knowledge. The course allows delegates to return to work with a confidence that they can achieve tasks that require the creation of complex business diagrams, charts, plans and drawings. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

Visio training courses incrementally aim to add to each participant's overall ability and confidence in using Visio features that can be directly applied to their work. The aim on this second level of Visio training is for delegates to gain a deep and thorough knowledge of Visio's abilities. Training therefore covers:

- Creating complex network diagrams and maps to cope with almost any requirement
- Working efficiently with objects, layers and multi-page documents
- Working with linked data for meaningful diagrams

Course Content

Cross-functional flowcharts

- Background pages
- Add text and formatting
- Add colours and shapes
- Complete the cross-functional diagram

Create Technical layouts

- Multi-page documents
- Layers
- Draw to scale
- Draw with precision
- Dimensioning

Managing Drawings and Data

- Link to outside data sources
- Work with linked data
- Export report data
- Pivot diagram

Links

- Create hyperlinks

Advanced Custom Shape Design

- Special drawing operations
- Reshaping
- Custom stencils

Custom Templates

- Templates and styles
- Save and apply a template

Data Graphics

- Link Data to Shapes
- Data bar
- Icon set
- Colour by value