

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

Aim: By the end of this one day training course you will be able to create flow charts and organizational charts and have a good understanding of Microsoft Visio drawing techniques. No previous knowledge of the software is required to attend this course.

Course Objectives

- **Identify the various drawings you can create** Look at Visio templates and stencils
- **Identify the Visio Interface** Identify screen areas and how to display elements
- **Create, save and open drawing files** Produce a new file and save, reopen files
- **Set up a drawing page** Setting page size, margins etc.
- **Use keyboard shortcuts and identify ways to select drawing areas** Many ways to view diagrams and some good shortcuts for zooming etc.
- **Drag shapes from stencils and resize, rotate, align and transform them** How to fill shapes, rotate and align shapes to each other and distribute them on the drawing page.
- **Add title, border and backgrounds** Create a master page with logos, titles and borders
- **Connect shapes using dynamic and static glue** Identify ways to connect the shapes
- **Work with and create layers** How to lock down different elements of a drawing
- **Create flowcharts** Create flowcharts both simple and complex
- **Create Organisational Charts** Create multi-page organisation charts
- **Create custom stencils** Create your own bank of shapes to use
- **Consolidate with your own diagram** Create something of your own or consolidation exercise provided.