

Visio – Communicate Simply with Impact

Business & Technical Diagramming Program

Course Duration 3 hours

Aim

Use Visio to easily create business and technical diagrams to think through, organize, and communicate complex ideas, processes and systems.

Prerequisites

Familiarity with the Windows environment and mouse

Topics

▼ **Using Visio**

- Overview of screen and menus. How to add pages, name pages and filing conventions.

▼ **Introduction to Flowcharting**

- Using templates and stencils

▼ **Chart Construction**

- Adding shapes, connectors and text to objects on the drawing page.
- Formatting the shapes, lines and text.
- Adding guides, Rulers, and Grids

▼ **Printing and Page setup**

- Presentation options

▼ **Customising Visio**

- Create your own Stencils and Templates for future use

