

## Microsoft Visio - Basic (1 day)

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### Course Aim

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This comprehensive course introduces users to the leading diagram and business graphics tool, Microsoft Visio.

By the end of the course participants will have a good overview of the available tools Microsoft Visio in order to create documents like Flowcharts, Cross-functional flowcharts and Organisational charts.

Participants will learn about the drawing tools in Visio and how to create custom shapes and add them to custom Stencils.

### Course Prerequisites

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No prior software knowledge is required, however, users should be familiar with using a keyboard and mouse.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Visio Environment

- Visio 2003 Environment
- Navigation and Zoom

#### Basic Drawing techniques

- Drawing closed shapes
- Drawing custom shapes
- Using line tools

#### Custom Stencils

- Adding shapes to custom stencils
- Managing custom stencils

#### Create a basic Flow diagram

- Place shapes
- Connect shapes
- Connection Tips & Tricks

#### Text

- Entering text
- Editing text
- Manipulating Text Boxes
- Formatting Text

#### Formatting Shapes

- Fill colour and patterns
- Shadows
- Borders & Corner effects

#### Cross-Functional Flowcharts

- Using Functional Bands
- Placing shapes
- Connecting diagrams across pages

#### Background Pages

- Designing Background Pages
- Using Fields
- Applying Background Pages

#### Adding Hyperlinks

#### Organisational Charts

- Placing Org-chart shapes
- Managing subordinates
- Creating Synchronised copies

#### Printing Diagrams