

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

Course Description

Discover the features Visio has to offer when creating your own, easy-to-understand business diagrams, floor plans and road maps. You can even avoid scribbling on paper by brainstorming in Visio!

Break down your diagram using multiple pages and understand how you can use them to your best advantage. Use the layers feature to create various drawings in one.

Label and add colour to your drawings so they can be easily understood by colleagues. Learn how to create your own customised shapes!

Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Course Content

- Explore the Visio environment
- Create various types of business drawings and diagrams
- Enhance diagrams with colour and special effects
- Find favourite shapes quickly and easily
- Learn how to use time-saving tips
- Best practice on saving and opening diagrams
- Understand how Visio deals with labels and free-standing text
- Create layered drawings, such as, building foundations, electrical circuits and furnishings.
- Discover the best options for distributing your diagram
- Learn how to easily share your diagrams
- Understand when and why to use common business diagrams

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Course Description

Visio does far more than print pretty pictures, it also handles data! Learn how to add data to your diagrams and understand how Visio deals with your data.

Design complex business diagrams in the simplest way. Use charting tools to display processes, schedules and timelines.

Set drawing scales to create diagrams with accurate measurements. Use Visio with other programs and send diagrams to your colleagues and customers confidently.

Course Content

- Refresh your knowledge of basic Visio features
- Incorporate illustrations in Visio diagrams
- Add data to shapes for future reference
- Make use of the page and shape layout options
- Understand and create common business diagrams
- Explore different charting tools
- Send Visio diagrams with confidence
- Customize the Visio environment

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamentals of Microsoft PowerPoint.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.