Course information from ZandaX

Microsoft Visio 2013 Introduction

A premier Microsoft Visio training course from ZandaX

Course duration: 2 hours 20 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

✔ Introducing Microsoft Visio
   ★ Understand the Visio Ribbon and its different options and panes
✔ Working with Shapes and Stencils
   ★ Understand and use different stencils and shapes
✔ Controlling Shapes
   ★ Learn how to adjust and space shapes in your Visio diagram
✔ Working with Text
   ★ Add text to shapes, format the text and understand the Text-Block Tool
✔ Linking Objects
   ★ Learn how to use connection points and other options for linking shapes/objects
✔ Flowcharts and Process Diagrams
   ★ Utilise Visio to create flow charts and use cross functional objects
✔ Finishing your Diagram
   ★ Understand how backgrounds, borders and titles are used in a diagram
✔ Organization Charts
   ★ Produce organisational charts using Visio�s specialised templates and shapes

What does our Visio 2013 Introduction course cover?

Start Creating Professional Diagrams Using Visio

This easy to follow course is for new users to Microsoft Visio who want to create professional diagrams in the shortest possible time.

It's also a great course if you use Visio, but want to refresh your skills using best practice.

You don't need any experience with Visio, but you do need to know the basics of using a PC with a Windows operating system.

This Microsoft Visio skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft visio skills?

Course requirements

You don't need any experience with Visio, but you do need to know how to use a PC with a Windows operating system.
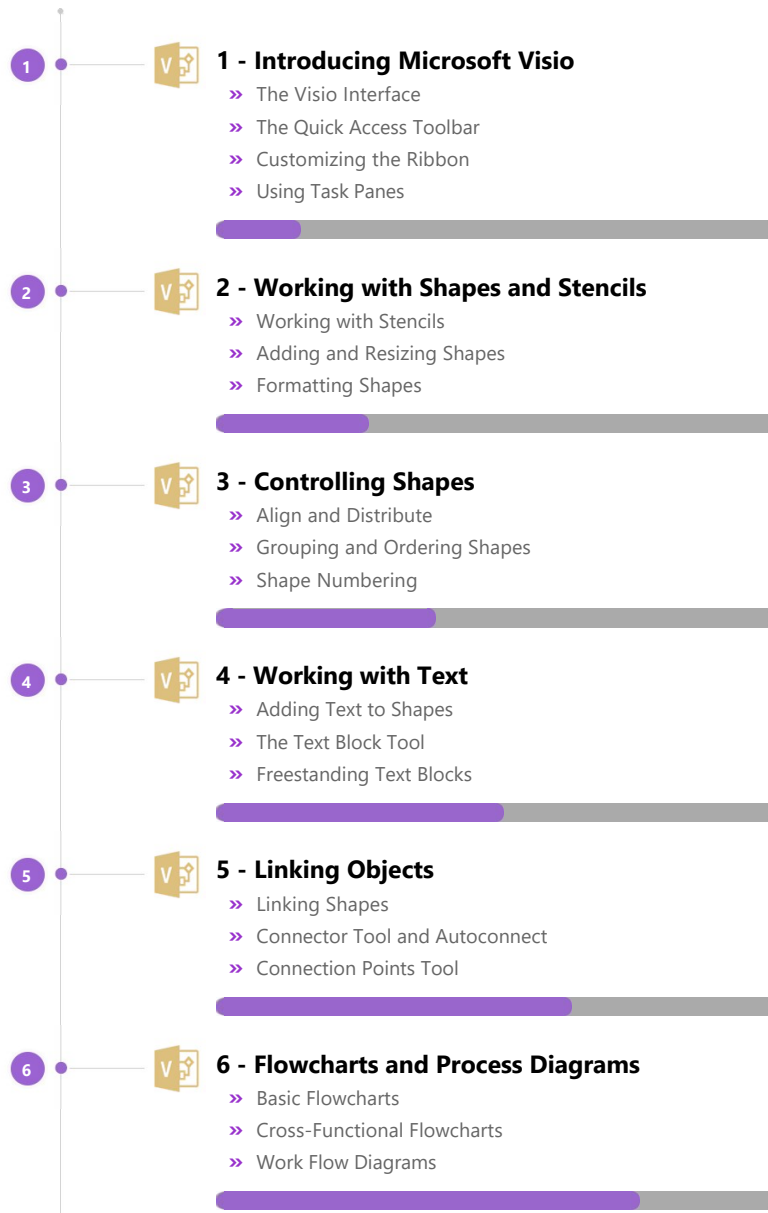
Who's this course for?

This easy to follow course is for new users to Microsoft Visio who want to create professional diagrams in the shortest possible time, or if you already use Visio, but want to refresh your skills using best practice.
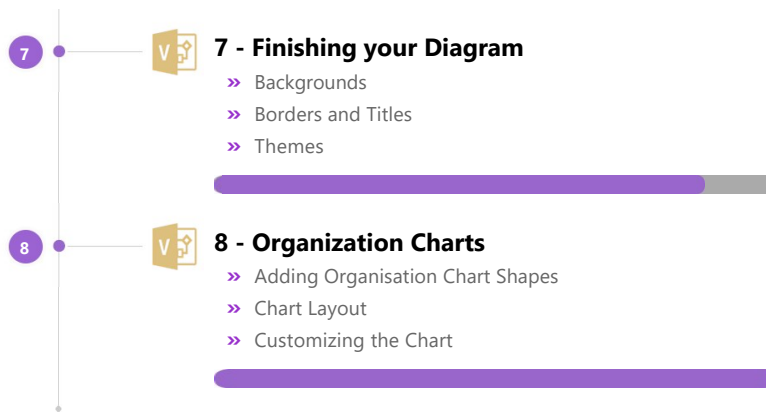
CPD accredited course

This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Visio 2013 Introduction

1 - Introducing Microsoft Visio
» The Visio Interface
» The Quick Access Toolbar
» Customizing the Ribbon
» Using Task Panes

2 - Working with Shapes and Stencils
» Working with Stencils
» Adding and Resizing Shapes
» Formatting Shapes

3 - Controlling Shapes
» Align and Distribute
» Grouping and Ordering Shapes
» Shape Numbering

4 - Working with Text
» Adding Text to Shapes
» The Text Block Tool
» Freestanding Text Blocks

5 - Linking Objects
» Linking Shapes
» Connector Tool and Autoconnect
» Connection Points Tool

6 - Flowcharts and Process Diagrams
» Basic Flowcharts
» Cross-Functional Flowcharts
» Work Flow Diagrams

7 **7 - Finishing your Diagram**
- » Backgrounds
- » Borders and Titles
- » Themes

8 **8 - Organization Charts**
- » Adding Organisation Chart Shapes
- » Chart Layout
- » Customizing the Chart
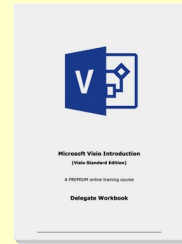
And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on

More about the ZandaX Microsoft Visio 2013 Introduction course

A Fantastic Grounding in Using Microsoft Visio

Microsoft Visio is probably the most popular application for creating diagrams for use in flowcharts, decision diagrams, plans and network schemes. It doesn't only make these jobs easier, but it greatly improves the quality of what you produce.

Our course starts from the beginning, by introducing Visio to you, then covering the four building bricks of all Visio diagrams: shapes, stencils, text and objects.

We show you how to finish your diagrams, and how to create three of the most popular types of diagrams: flowcharts, process diagrams and organization charts.

You then will have a solid base for using Visio to create high quality diagrams that enhance your documents and presentations.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/visio-introduction-course to view the latest details, including related courses, prices and quantity discounts.