



Microsoft Visio Introduction

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 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 content for Microsoft Visio Introduction

1		1 - Introducing Microsoft Visio <ul style="list-style-type: none">» The Visio Interface» The Quick Access Toolbar» Customizing the Ribbon» Using Task Panes	
2		2 - Working with Shapes and Stencils <ul style="list-style-type: none">» Working with Stencils» Adding and Resizing Shapes» Formatting Shapes	
3		3 - Controlling Shapes <ul style="list-style-type: none">» Align and Distribute» Grouping and Ordering Shapes» Shape Numbering	
4		4 - Working with Text <ul style="list-style-type: none">» Adding Text to Shapes» The Text Block Tool» Freestanding Text Blocks	
5		5 - Linking Objects <ul style="list-style-type: none">» Linking Shapes» Connector Tool and Autoconnect» Connection Points Tool	
6		6 - Flowcharts and Process Diagrams <ul style="list-style-type: none">» Basic Flowcharts» Cross-Functional Flowcharts» Work Flow Diagrams	

7		7 - Finishing your Diagram <ul style="list-style-type: none">» Backgrounds» Borders and Titles» Themes
8		8 - Organization Charts <ul style="list-style-type: none">» Adding Organisation Chart Shapes» Chart Layout» Customizing the Chart



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

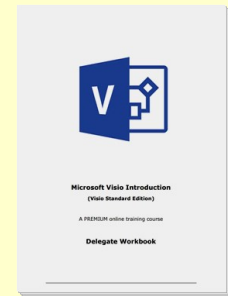
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own 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 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 options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

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