

MICROSOFT VISIO- INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Navigate the Visio environment, including windows, stencils, and basic interface tools.
- Use drawing tools to create and edit shapes, lines, and compound objects.
- Plan and create basic diagrams, including text and organization charts.
- Format text, text blocks, shapes, and lines to produce professional diagrams.
- Set up drawing pages, use backgrounds, manage links, and prepare diagrams for printing.
- Design network diagrams and rack diagrams to visually represent IT structures.
- Create brainstorming diagrams for planning and idea generation.
- Apply best practices to produce clear, effective, and well-structured Visio diagrams.

COURSE OVERVIEW

Learn the fundamentals of Microsoft Visio Professional in this hands-on course. Create flowcharts, organisation charts, office layouts, and more while mastering shape manipulation, connections, styling, and data integration. Gain practical skills and shortcuts to efficiently produce professional diagrams and confidently apply them in your work. **Prerequisites:** No prior knowledge of Visio required, perfect for those who wish to gain a more in-depth knowledge of this application.

TOPICS COVERED IN THIS COURSE

The Visio Environment

Learn the basics of Visio, including navigating the interface, using windows and stencils, and manipulating objects effectively.

Drawing Tools

Explore basic shapes, lines, and compound lines, and practice editing objects to create clear and precise diagrams.

Planning and Creating Diagrams

Understand how to plan your diagram, create basic diagrams, and work with text and organisation charts for structured visuals.

Formatting Drawings

Format text, text blocks, shapes, and lines to improve the readability and professional appearance of your diagrams.

Working with Pages

Create and set up drawing pages, use background pages, manage links, and prepare diagrams for printing.

Network Diagrams

Design and format network diagrams, including rack diagrams, to visually represent IT infrastructure.

Brainstorming Diagrams

Use Visio to create brainstorming diagrams for planning, idea generation, and team collaboration.

Best Practices and Tips

Learn practical tips and best practices for creating clean, effective diagrams and managing Visio projects efficiently.