Easy PC Training Ltd

IT Training Consultancy

Microsoft Visio Level 1 – Course Outline

Overview

With Visio, you can create a variety of complex diagrams that are dynamic and data-driven. For example, you can create objects such as organisational charts, floor plans, circuit diagrams, network diagrams and Website maps. These diagrams can be used in Word, Excel and PowerPoint.

Target audience

This course is designed for people who have an understanding of drawing applications and design concepts.

Prerequisites

- ✓ An appreciation of drawing applications and design concepts
- ✓ Use a mouse
- ✓ Type and use a keyboard
- ✓ Navigate through Windows files and folders
- ✓ Work with Windows – minimise, maximise, open and close

Course Outline

Unit 1 - Getting Started

- Explore the Visio Interface
- Windows, Stencils and Objects

Unit 2 - Drawing Tools

- Basic Shapes and Lines
- Compound Lines
- Editing Objects

Unit 3 - Basic Diagrams

- Planning a Diagram
- Creating a Basic Diagram
- Working with Text
- Organisation Charts

Unit 4 - Formatting Drawings

- Formatting Text
- Formatting Shapes and Lines

Unit 5 - Working with Pages

- File and Print Properties
- Working with background Pages
- Working with Links

Unit 6 - Networking and Brainstorming Diagrams

- Network Diagrams
- Rack Diagrams
- Brainstorming Diagrams

Unit 7 - Customisation and Reporting

- Layout and Connection Techniques
- Shape Properties
- Reporting

Course duration: one day

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