



Microsoft Visio – Introduction

Course Duration: 1 Day

1. Exploring the Visio environment

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

2. Drawing tools

- Drawing objects
- Additional drawing techniques
- Editing objects

3. Creating basic diagrams

- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization charts

4. Formatting drawings

- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

5. Working with pages

- Creating and setting up a new drawing
- Working with background pages
- Working with links
- Printing diagrams

6. Creating network and brainstorming diagrams

- Network diagramming
- Rack and directory service diagrams
- Brainstorming tools

7. An introduction to advanced features

- Advanced layout and connection techniques
- Custom properties
- Reporting