



## Visio Essentials Workshop

1/2 Day | Virtual and Face-to-Face

Perhaps you've dabbled with Visio; perhaps you've never used it before. Either way, this class will teach you the essentials of Visio so you can create useful business diagrams as soon as you leave the classroom. You will learn about the templates, stencils, and masters that give you a jumpstart on creating flowcharts, swimlane diagrams, organization charts, and other diagram types. You'll also learn how to create your own shapes in order to build a diagram from scratch.

In addition to learning how to use Visio, you'll learn when to use it – and when not to. After all, you can create diagrams in PowerPoint and even in Excel, so it's important to be able to identify the best tool for any given task.

Spend a half-day learning valuable tips and tricks from the guy who wrote the book about Visio.

### Learning Objectives

- Identify the right template to use for different diagram types
- Know where on the ribbon to find the Visio command you need
- Utilize features like AutoConnect, QuickShapes and the Dynamic Grid to be more efficient
- Demystify lines and connectors in diagrams

### Intended Audience

This course will benefit any person in an organization of any size who is hoping to improve their diagramming skills with Visio. The techniques presented can be used to create flowcharts, organization charts, floor plans, and many other types of diagrams.

### Prerequisites

Some familiarity with Visio is helpful but not required.

## Learning Topics

Topic
<b>Overview of Visio</b>
<ul style="list-style-type: none"><li>• Visio editions: Standard, Professional, and Visio for web</li><li>• Templates, stencils, masters, and shapes</li><li>• Visio windows: Drawing, Shapes, Shape Data, Size and Position</li></ul>
<b>Key Visio Skills</b>
<ul style="list-style-type: none"><li>• Navigating within a diagram: pan and zoom</li><li>• The Visio ribbon</li><li>• Drawing tools</li><li>• Working with shapes: resize, rotate, shape data, text</li><li>• Alignment and spacing</li><li>• Lines, dynamic connectors, glue, and connection points</li><li>• Hyperlinks</li><li>• Page format and size</li><li>• Background pages with title blocks and page numbers</li></ul>