

## **Visio – Communicate Simply with Impact**

Business & Technical Diagramming Program

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Course Duration 3 hours

### **Aim**

Use Visio to easily create business and technical diagrams to think through, organize, and communicate complex ideas, processes and systems.

### **Prerequisites**

Familiarity with the Windows environment and mouse

### **Topics**

#### ▼ **Using Visio**

- Overview of screen and menus. How to add pages, name pages and filing conventions.

#### ▼ **Introduction to Flowcharting**

- Using templates and stencils

#### ▼ **Chart Construction**

- Adding shapes, connectors and text to objects on the drawing page.
- Formatting the shapes, lines and text.
- Adding guides, Rulers, and Grids

#### ▼ **Printing and Page setup**

- Presentation options

#### ▼ **Customising Visio**

- Create your own Stencils and Templates for future use