Course Outline
Microsoft Visio 2010-2013-2016

Course Description:

Organize your company processes into streamlined diagrams and charts. Learn tips & tricks for working with Visio shapes and other design tools. Find out how to use templates to produce professional Diagrams, Flow Charts, Organization Charts, and Floor Plans.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- New Office interface & features
- Overview (Document Types)
- Views and Toolbars
- Navigating
- Visio Shapes - Basic
  - Formatting Shapes and Text
  - Grouping, Aligning, Sizing
  - Properties
- Diagrams – Basic
  - Numbering Shapes
- Flow Charts – Basic
  - Connecting Shapes
- Organization Charts – Basic
  - Subordinate Shapes
- Floor Plans – Basic
  - Design your space
- Visio Templates
- Page Setup and Printing

Intermediate/Advanced Level:

- Review of Intro Level
- Visio Shapes – Advanced
  - Drawing Tools
  - Custom Shapes
- Diagrams – Advanced
- Flow Charts – Advanced
- Organization Charts – Advanced
  - Sub-pages
  - Importing/Exporting
- Floor Plans – Advanced
- Templates and Styles
- Linking Objects
- Working with MS programs
- Advanced Tips

Computer and Business Skills Training... your way.
Find out more about our courses, webinars, and eLearning solutions.

INTrainingSolutions.com
705.791.5267
info@INTrainingSolutions.com