



## Computer Consultants Corporation

### Microsoft Visio

### Comprehensive Introduction

Length of course: 1 class day (6 hours)

Objective(s): The participant will learn how to design and create diagrams, flowcharts, organizational charts, and other business graphics using Microsoft Visio.

Prerequisites: An Introduction to Windows or equivalent experience.

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#### Getting Started

- What is Visio?
- Understanding Diagrams
- The Visio Application Interface

#### Creating a Diagram

- Understanding Shapes
- Starting a Block Diagram
- Moving and Sizing Shapes
- Editing Shapes
- Finding and Adding Shapes
- Saving Drawings

#### Formatting Shapes and Diagrams

- Formatting Shapes
- Aligning Shapes
- Adding Decorative Elements
- Adding a Color Scheme
- Adding Pages, Layers, and Backgrounds
- Inserting Comments
- Printing a Diagram

#### Connecting and Grouping Shapes

- Connecting Shapes in a Flowchart
- Modifying Shapes in Connected Drawings
- Changing the Layout of Connected Drawings
- Using Groups and Locked Shapes
- Using Merged Shapes

#### Types of Diagrams

- Flowcharts
- Organization Charts
- Timelines for Projects
- Network Diagrams
- Office Layouts
- Other Common Diagrams

#### Customizing Shapes and Templates

- Drawing Shapes from Scratch
- Customizing Shapes
- Creating Master Shapes and Stencils
- Creating a New Template
- Working with Styles

#### Importing and Exporting

- Creating a Slideshow
- Saving a Diagram as a Web Page
- Exporting Timelines as Gantt Charts
- Importing Data for an Organization Chart
- Importing Data for a Flowchart
- Importing Shapes