

Duration: 6 hours

Prerequisites: Microsoft Windows

Asset: Knowledge of Word or PowerPoint

Recognized attestation: yes

Course material: provided

Technical assistance after the training: Offered free of charge for one year

Teaching resources:

- Distance learning
- Demonstration
- Training materials included

Skills acquired at the end of the training:

- Know and customize the Visio interface.
- Learn how to create different types of diagrams.
- Use and format automatic shapes and connectors.
- Organize templates
- Insert various elements such as free text and images.
- Execute a neat layout.
- Print and export diagrams.

DESCRIPTION

Produce a wide variety of diagrams and format them in an elegant way, from editing to printing

PROGRAM

Interface elements and display

- Overview of the Visio Interface
- Manage Themes
- Configure
- Show Window – Task Panes

Create a drawing:

- Create from a template
- Start a new drawing
- Open an existing document
- Close a document
- Close Microsoft Visio
- Follow the steps to create a drawing
- Save a document
- Change the options

Create a diagram - manipulate elements

- Insert a shape
- Move a shape
- Delete a shape
- Copy a shape
- Modify a shape
- Modify the stacking of shapes
- Select shapes
- Combine or dissociate shapes
- Perform operations on shapes
- Align and distribute shapes
- Use 3D shapes

Create and manipulate organizational charts

- Create an organizational chart manually
- Create an organizational chart by import/data linking
- Use advanced concepts for flowcharts



Flowcharts:

- Identify the types of flowcharts
- Open the Simple Flowchart template
- Use the shapes in the Simple Flowchart template
- Use the special shapes of the diagram templates
- Number the shapes
- Use the detailed view

Add templates to your work environment

- Create a new template
- Add shapes to a template
- Open a template page in a new diagram
- Standardize diagrams by sending a template to a team
- Global formatting using themes

Set the orientation and format of the drawing and paper page

- Add an automatic background or background pages
- Use Print Preview
- Set up large-format drawings on multiple pages
- Create headers and footers
- Change the print scale of the drawing
- Print a diagram
- Explore multiple types of diagrams

