



Cleary  
Training  
Associates



Customised IT Training & Development

## Course Outline | Microsoft Visio Level 1

**Duration:** 1 Day

**Objectives:** This course is designed to introduce new users to Visio. Users will learn how to create several types of diagrams using Visio. You will learn how to create directional map, a block diagram a basic and cross functional flowchart and an office layout.

**Prerequisites:** A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

### Overview of Visio

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

### Creating a Directional Map

- Using Stencils
- Saving Files
- Manipulating Shapes
- Adding Text
- Stacking Order

### Diagram Skills

- Enhancing Productivity
- Managing Shapes
- Applying Styles

### Flowcharts

- Connecting Shapes
- Page Styles
- Cross Functional Flowcharts

### Organisation Charts

- Creating a Organisation Chart
- Organisation Chart Wizard
- Working with an Organisation Chart

### Floor Plan Design

- Creating an Office Layout
- Drawing to Scale
- Adding Objects
- Resetting the Ruler