

## Course Overview

The purpose of the Microsoft Visio Fundamentals training is to empower participants with essential skills and knowledge for creating professional diagrams and flowcharts using Microsoft Visio. This course helps individuals efficiently visualize complex information and processes, making it suitable for professionals in various fields.

## Audience Profile

Business Professionals needing to create diagrams, process flows, and organizational charts. Project Managers and Planners visualizing project schedules and workflows. IT Professionals diagramming network topologies and system architectures. Engineers and Designers creating technical drawings and diagrams. Educators incorporating visual aids into teaching materials.

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Introduction to Microsoft Visio

- What Is Microsoft Visio?
- Types of Diagrams and Use Cases
- Navigating the Visio Interface
- Creating Your First Diagram

### Lesson 2: Basic Shapes and Connectors

- Inserting and Manipulating Shapes
- Connecting Shapes and Creating Flowcharts
- Editing Shape Properties
- Using Themes and Styles

### Lesson 3: Diagram Layout and Page Setup

- Page Setup and Size
- Grids, Guides, and Rulers
- Aligning and Distributing Shapes
- Backgrounds and Borders

### Lesson 4: Text and Labels

- Adding and Formatting Text
- Text Blocks and Callouts
- Managing Text and Labels
- Spell Check and Proofreading

### Lesson 5: Working with Stencils

- Understanding Stencils
- Importing Custom Stencils
- Creating and Modifying Stencils
- Organizing Stencil Shapes

### Lesson 6: Advanced Shapes and Customization

- Creating Custom Shapes
- Shape Data and Properties
- Shape Layers and Grouping
- Shape Behavior and Actions

### Lesson 7: Data Linking and AutoCAD Integration

- Linking Data to Shapes
- Data Graphics and Legends
- Importing and Exporting Data
- Integration with AutoCAD

### Lesson 8: Printing and Sharing Diagrams

- Printing Options and Page Setup
- Exporting Diagrams to Different Formats
- Sharing Diagrams via Email or SharePoint
- Collaborating on Diagrams

### Lesson 9: Advanced Tips and Tricks

- Keyboard Shortcuts for Efficiency
- Customizing Visio Options
- Troubleshooting Common Issues
- Diagram Best Practices

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer

