

Students will learn basic concepts for creating flowcharts, and basic network diagrams. This includes learning the basics for using and creating shapes, printing drawings, creating custom stencils, and many time-saving shortcuts and techniques designed to increase user productivity.

Pre-Requisites

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Duration

1 Day

Cost

\$300 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Exploring the Visio environment

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

Drawing Tools

- Drawing objects
- Additional drawing techniques
- Editing objects

Creating basic diagrams

- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organisation charts

Formatting drawings

- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

Working with pages

- Creating and setting up a new drawing
- Working with background pages
- Working with links

Creating network and brainstorming diagrams

- Network diagramming
- Rack and directory service diagrams

An introduction to advanced features

- Advanced layout and connection techniques
- Custom properties
- Reporting