

# Visio – Fundamentals

## Description

This course allows participants to have a global knowledge of Visio.

## Course Content

### Module 1: Introduction

- Getting started with Visio
- Exploring the Backstage View
- Using the Visio Ribbon
- Getting Help in Visio

### Module 2: Creating a new diagram

- Using shapes
- Selecting shapes
- Copying and pasting shapes
- Connecting shapes
- Positioning shapes with rulers and guides

### Module 3: Adding sophistication to your drawings

- Adding text to shapes
- Creating and formatting text boxes
- Orienting shapes on the page
- Orienting shape text
- Grouping shapes
- Changing the stacking order

### Module 4: Flowcharts and organization charts

- Creating a flowchart
- Creating a cross-functional flowchart
- Creating a workflow diagram
- Creating an organization chart

## Lab / Exercises

- Practical exercises will be proposed at the end of each module

## Documentation

- Digital courseware included

## Participant profiles

- Users who want to have an understanding of Visio's capabilities

## Prerequisites

- No prerequisites

## **Objectives**

- Understand and use Visio's interface
- Add and manipulate shapes
- Add and manipulate text
- Format and manage shapes
- Create a flowchart
- Create a workflow diagram
- Create an organization chart

## **Niveau**

Fondamental

### **Classroom Registration Price (CHF)**

750

### **Virtual Classroom Registration Price (CHF)**

700

### **Duration (in Days)**

1

## **Reference**

MVI-11