Visio
Essentials & Beyond

General Outline

Visio is a total, powerful business drawing tool for creating business diagrams, such as flow charts, organization charts, process flow diagrams, engineering diagrams, maps, floor plans, and many others.

It uses many built-in templates and stencils to quickly add business drawing components to build up your diagrams easily and efficiently.

Our course will show you how to create:

⇒ **organisation charts**
⇒ **process flow diagrams**
⇒ **flow charts**
⇒ **engineering drawings**
⇒ **architectural drawings**
⇒ **many more**

You will learn how to create full organization charts and to incorporate industry-standard guidelines into the charts you create.

You will cover extensive shortcuts and quick ways to copy shapes, set up a matrix of shapes, add text to shapes, and then create reports of the underlying data in your business drawing.

You will also find about the difference between 'dynamic' and 'static' connectors, an important concept in Visio used for fine-control over how your shapes are connected.

Finally, we will cover advanced layout techniques, create and work with pages and custom properties, and will also import and export information to and from other applications.

Client Reviews

"These skills will help me Big Time - development of plans/flowcharts that can be a reference tool for business."
Mark, Environmental Engineer

"Fantastic!."
Julia, Project Officer

"Very good trainer and course materials."
Matt, Construction Supervisor

"It was impressive on the trainer's part that I learnt something in the first five minutes!"
Kym, Training Officer

"A very practical and hands-on course."
Karen, Teacher

CLASS
TRAINING

Duration & Rate:

♦ 1 day public course ($319) OR
♦ 3 x 1-hour online ($132) OR
♦ Closed / Onsite (inquire)

Prerequisites

No experience with Visio is assumed nor required.
Users should be familiar with using a Windows PC

Public Course Includes:*

♦ Use of a computer for hands-on exercises.
♦ Extensive training manual.
♦ Refreshments.
♦ Certificate of attendance.
♦ After-course support.
♦ Free refresher course.

Inquire re details.

How to Book:

♦ Phone us on **(02) 6041 2711.**
♦ Email us at **office@classtraining.com.au**.
♦ Book online at **www.classtraining.com.au**

CLASS Training
602 Olive Street
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Work Smarter!

Visio - Essentials and Beyond

Detailed Course Outcomes

Exploring the Visio Environment:
- ♦ Use Visio basics
- ♦ Navigate the Visio screen

Using Drawing tools:
- ♦ Add and manipulate shapes
- ♦ Edit and format shapes
- ♦ Move, copy, size and rotate shapes

Using Text tools:
- ♦ Add text to shapes
- ♦ Add text to connectors
- ♦ Format text and text blocks

Creating basic diagrams:
- ♦ Plan your diagram
- ♦ Use master shapes
- ♦ Use connectors to join shapes
- ♦ Manipulate connectors

Formatting drawings:
- ♦ Apply basic formatting
- ♦ Format text blocks
- ♦ Format shapes and lines
- ♦ Use Static and Dynamic connectors
- ♦ Use styles and format globally

Page Tools:
- ♦ Work with background pages
- ♦ Set background defaults
- ♦ Work with detail pages
- ♦ Print drawings and adjust settings

An introduction to advanced features:
- ♦ Use advanced layout techniques
- ♦ Apply custom properties
- ♦ View and customise reports
- ♦ Export data to other applications
- ♦ Import data to create drawings automatically
- ♦ Create interactive drawings with hyperlinks

Course Delivery Options:

This course can be delivered:

- ♦ as a public course with maximum ten (10) participants.
- ♦ onsite in your training rooms, and with optional laptops/notebooks.
- ♦ as one-on-one executive or small group courses.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- ♦ Use of a fast PC – one person per PC.
- ♦ An extensive training manual of step-by-step exercises.
- ♦ Refreshments.
- ♦ Certificate of attendance listing the outcomes covered.
- ♦ Support via phone, fax or e-mail for content covered.
- ♦ Support from our online Help Desk and Knowledgebase.
- ♦ Answers to your specific queries.

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