

**Course Code** MSVIL1  
**Duration** 1 day

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## Overview

This course introduces delegates to the essentials of Visio and that diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Visio has a host of features that are instrumental in creating pictorial representations of information.

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## Audience

This course is designed for people who understand basic workflows and the concept of end-to-end flowcharting.

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## Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Navigate the Visio program.
  - ▶ Use Visio templates.
  - ▶ Add shapes, connectors, backgrounds and borders.
  - ▶ Format and manipulate text, shapes and connectors.
  - ▶ Use snap and glue.
  - ▶ Use layers.
  - ▶ Manipulate pages.
  - ▶ Print and share drawings.
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## Pre-Requisites

To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs, navigate to information stored on a computer and manage files and folders.

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## Course Contents

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|---------------------------------|---------------------------------|
| ▶ Finding your way around Visio | ▶ Manipulating shapes           |
| ▶ Using Visio templates         | ▶ Formatting connectors         |
| ▶ Shapes and connectors         | ▶ Using snap & glue             |
| ▶ Backgrounds and borders       | ▶ Using layers                  |
| ▶ Titles and themes             | ▶ Managing pages                |
| ▶ Formatting text               | ▶ Printing and sharing drawings |
| ▶ Formatting shapes             |                                 |
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## Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at [enquiries@skilltec.co.uk](mailto:enquiries@skilltec.co.uk).