

## Visio

### General objectives:

This course aims to prepare the users of the software to produce high quality Visio graphic documents.

The course program covers concepts and techniques ranging from the basic features of Visio to create different types of presentations such as diagrams, flowcharts, organization charts, and timelines.

### Specific objectives:

At the end of the training the trainees are able to:

- Create , edit and print graphical documents;
- Format the software;
- Create flowcharts, timelines, charts, diagrams and plants.

### Target Audience:

This course is intended for all users of personal computers that need to produce graphic documents.

### Hours:

21 hours.

### Program Contents:

#### **Module I - Introduction to Visio**

- **System requirements;**
- **Interface;**
- **Models.**

#### **Module II - Diagrams**

- **Basic diagram;**
- **Dynamic diagrams;**
- **Network diagrams.**

## Module III - Flowchart

- **Basic flowchart ;**
- **Multi-functional flowchart.**

## Module IV - Plants

- **Drawing scale;**
- **Ground floor;**
- **Layers;**
- **Compatibility with CAD.**

## Module V - Forms

- **Handling forms;**
- **Groups;**
- **Automatic connection forms;**
- **Formatting forms.**

## Module VI - Organization charts

- **Simple organization charts;**
- **Creating charts from data import;**
- **Synchronized copies;**
- **Layout.**

## Module VII - Timelines

- **Calendar;**
- **Schedule.**

## Module VIII - Page and Print Setup

- **Page Setup;**
- **Printing.**