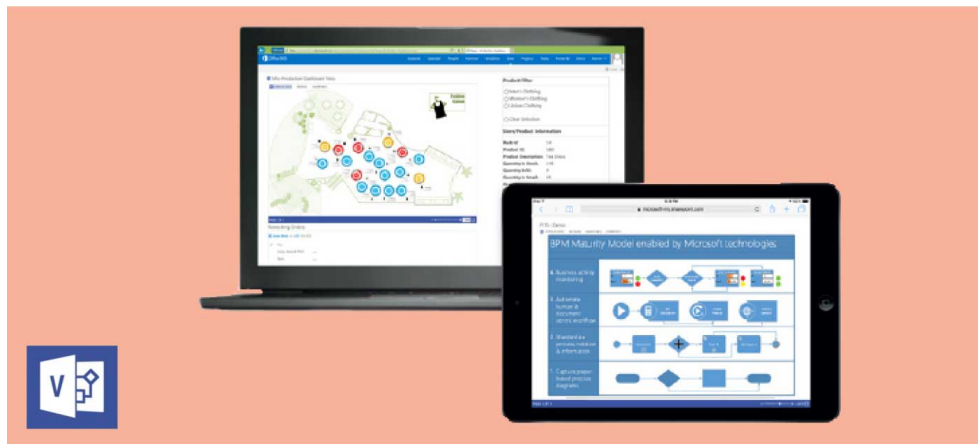


Introduction to Microsoft Visio

Training course outline

Microsoft Visio enables you to communicate complex information with visually-engaging, data-linked diagrams.

Introduction to Microsoft Visio training teaches the key techniques for producing diagrams in Visio.



Course summary

Introductory-level course providing a thorough grounding in Microsoft Visio.

Sessions include:

- Create shapes, design styles, templates and stencils
- Design and modify basic diagrams
- Create network diagrams
- Build organisation charts

Duration

One day.

Who should attend?

Anybody who needs to use Microsoft Visio in their day-to-day work.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Introduction to Microsoft Visio training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft Visio to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training course materials.
- An e-certificate confirming successful completion of an *Introduction to Microsoft Visio* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support

Following *Introduction to Microsoft Visio* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/microsoft-visio-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Introduction	Getting started Interface
Drawing basics	Drawing shapes and lines Editing shapes and adding text Formatting text and objects
Workflow Diagrams	Drawing components Modify a drawing topic Callouts and groups
Organisation charts	Creating organisation charts Modifying organisation charts
Floor plans	Basic floor plans Room layouts

Topics	Sub-topics
Network Diagrams	Creating network diagrams Shape Data Layers
Cross-functional flowcharts	Creating a cross-functional flowchart Formatting
Styles	Shape and connector styles Themes and variants Use containers
Printing and saving	Presentation Mode Saving