

# Visio – Sample Course Outline

Duration: One Day

This course is for you if you need to visualise complex information by creating and formatting diagrams, flowcharts, charts or plans in Visio.

## What will be covered?

- ✔ Creating diagrams such as flowcharts and organisation charts
- ✔ Using layers and backgrounds
- ✔ Techniques for working efficiently

## Features covered

### Flowcharts

- Using the stencils
- Adding and duplicating shapes
- Arranging and connect shapes easily
- Adding text

### Formatting diagrams

- Adding shading
- Changing line styles
- Resizing a diagram
- Grouping shapes

### Cross-Functional flowcharts / Swimlanes

- Cross functional bands
- Phases

### Background pages

- Creating background page
- Assigning the background to other pages
- Editing background pages

### Organisation charts

- Creating an organisation chart
- Changing the layout
- Synchronised copies of departments

### Project plans

- Project timelines
- Gantt charts
- PERT charts
- Calendars

### Timelines

- Configuring a timeline
- Milestones, intervals and markers
- Section details

### Space planning

- Office layouts
- Adding walls, windows and doors
- Adding furniture

### Layers

- Working with existing layers
- Creating new layers
- Assigning shapes to layers
- Hiding and colouring layers

### Templates and Stencils

- Creating your own stencil and shapes
- Saving a template

### Printing and PowerPoint

- Printing a diagram
- Copying into PowerPoint