

Microsoft Visio Training

Introduction (1-2 days)

- work with the basic features of Visio
- open, create and work with stencils
- work with, and format shapes
- join shapes using connectors
- create and modify connectors
- create and work with pages in a drawing
- work with page tools
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- create and modify calendars
- create and work with Gantt charts
- create and work with cross functional flowcharts