Visio - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today’s most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations. In today’s workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Identify the basic elements of Visio and their use. Create a workflow diagram. Build organization charts. Design a floor plan. Build a cross-functional flowchart. Design a network diagram. Style a diagram.

Detailed Course Outline

1 - Getting Started with Visio

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Work with Visio Global Options in the Backstage View
- Topic C: Save a File
- Topic D: Work with Visio for the Web

2 - Working with Workflow Diagram Tools

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Insert Callouts and Groups

3 - Building Organization Charts

- Topic A: Create an Organization Chart Manually
- Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Topic C: Modify an Organization Chart

4 - Designing a Floor Plan

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

5 - Building a Cross-Functional Flowchart

- Topic A: Create a Cross-Functional Flowchart
- Topic B: Format a Cross-Functional Flowchart

6 - Designing a Network Diagram

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data
- Topic C: Use Layers

7 - Styling a Diagram

- Topic A: Modify Shape and Connector Styles
- Topic B: Apply Themes and Variants
- Topic C: Use Containers

Frequently Asked Questions

Q: What delivery options are available for Visio - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Visio - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Visio - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Visio - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Visio - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Visio - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Visio - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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