

INTRODUCTION TO MICROSOFT VISIO

COURSE OUTLINE



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TRAINING

Introduction to Microsoft Visio

Course Aims

This one-day introduction to Microsoft Visio equips professionals, project managers and business analysts with the foundational skills to create clear, professional diagrams for business and project management. Through guided demonstrations and hands-on exercises, participants will explore the Visio workspace, build basic diagrams using shapes and connectors, customise formatting and themes, add text and data to shapes, and prepare diagrams for printing or export. By the end of this one-day course, participants will have acquired foundational skills in using Microsoft Visio to create professional and effective diagrams for various business and project management scenarios.

Duration

6 hours (Face to Face or Virtual)

Target Audience

This introductory course is designed for professionals, project managers, business analysts, and individuals who want to get started with creating diagrams and visualizations using Microsoft Visio.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand Microsoft Visio and the role of diagrams in business and project management
- Navigate the Visio workspace, ribbon and shape stencils
- Create new diagrams and add, connect and arrange shapes
- Customise shape properties, formatting, alignment and distribution
- Use connectors to link shapes and produce professional-looking diagrams
- Add text, labels and data to shapes for dynamic visualisations
- Apply pre-built templates and themes for consistent visual design
- Configure print settings and export diagrams to different file formats

Course Content

Session 1 - Introduction to Microsoft Visio

- Overview of Microsoft Visio and its use cases.
- Understanding the role of diagrams in business and project management.

Session 2 - Navigating the Visio Interface

- Exploring the Visio workspace and ribbon.
- Understanding the shapes and stencils.

Session 3 - Creating Basic Diagrams

- Creating a new diagram in Visio.
- Adding and connecting shapes to build a basic diagram.

Session 4 - Customising Shapes and Formatting

- Changing shape properties and formatting options.
- Exploring alignment and distribution tools.

Session 5 - Connecting and Aligning Shapes

- Using connectors to link shapes in a diagram.
- Aligning and distributing shapes for a professional look.

Session 6 - Adding Text and Data to Shapes

- Adding labels and text to shapes.
- Incorporating data into shapes for dynamic visualizations.

Session 7 - Using Templates and Themes

- Exploring pre-built templates for common diagrams.
- Applying themes for consistent visual design.

Session 8 - Printing and Exporting Diagrams

- Configuring print settings for diagrams.
- Exporting diagrams to different file formats.