



## Microsoft Visio – Introduction

*Course Duration: 1 Day*

### 1. Exploring the Visio environment

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

### 2. Drawing tools

- Drawing objects
- Additional drawing techniques
- Editing objects

### 3. Creating basic diagrams

- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization charts

### 4. Formatting drawings

- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

### 5. Working with pages

- Creating and setting up a new drawing
- Working with background pages
- Working with links
- Printing diagrams

### 6. Creating network and brainstorming diagrams

- Network diagramming
- Rack and directory service diagrams
- Brainstorming tools

### 7. An introduction to advanced features

- Advanced layout and connection techniques
- Custom properties
- Reporting