



Microsoft Visio

Skill Level: Basic

Microsoft Office Visio drawing and diagramming software makes it easy for IT and business professionals to visualize, explore, and communicate complex information. Go from complicated text and tables that are hard to understand to Visio diagrams that communicate information at a glance. Instead of static pictures, create data-connected Visio diagrams that display data, are easy to refresh, and dramatically increase your productivity.

In this class we cover the basics of creating Visio drawings and diagrams. We will show you how to use templates, create flowcharts, customize calendars, design organization charts and more!

A working knowledge of Microsoft Word or our Word classes will be helpful.

Some of the things you will learn in this class:

- How to create professional Visio Drawings & Diagrams
- Overview of window layout including Menus and Toolbars
- Open, close, edit, navigate, save and print diagrams
- Purpose of Shapes and how to add them to the stencil and diagram
- Stencils - how to add them based on diagram type
- Templates
- Flowcharts
- Calendars
- Organization Charts
- Network Diagrams
- Theme Colors & Effects
- Header/Footer
- Backgrounds
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.