Microsoft Visio Training Class Information

This Microsoft Visio course teaches you to use the leading application for creating business diagrams, organization charts, flowcharts, and network diagrams. Participants in this training course discover how to use Visio to create floorplans, timelines, and brainstorming diagrams. Learn to incorporate data into Visio diagrams to visualize key performance indicators and other metrics in context. This one-day, hands-on Visio course teaches the mechanics of creating different types of diagrams, as well as how to use themes and styles to make drawings look more professional.

Visio Training Class Topics

- Using Visio’s built-in templates and stencils
- Creating custom shapes and templates
- Positioning and sizing shapes
- Leveraging AutoConnect, QuickShapes, and AutoAdd
- Managing lines and connectors
- Working with text in Visio
- Incorporating images
- Working with colors, styles, and themes
- Linking Visio diagrams to data in Excel
- Visualizing data in a diagram and building Visio dashboards
- Sharing diagrams with non-Visio users
- Generating Visio diagrams from data

Course dates and information available at the Visio training class website.