

This course covers the following topics (items marked with a * are covered if time allows):

Visio Basics

- Choosing a diagram type
- The Visio screen
- Different mouse cursors

Simple Diagrams

- Adding shapes to a diagram
- Manipulating shapes
- Formatting shapes
- Using themes and backgrounds

Connectors

- Connecting shapes
- Types of connections
- Automatically connecting shapes

Using Text in Visio

- Adding text to shapes
- Formatting text
- Using text blocks

Shape Data Basics

- The shape data window
- Using existing shape data
- Displaying data on shapes

Printing

- The drawing page size
- Scaling your print-out
- Viewing page breaks

Shapes and Stencils

- Viewing existing stencils
- Searching for shapes
- Custom stencils
- Custom shapes

Organisation Charts (*)

- Building an organisation chart
- Adding pictures
- Rearranging an organisation chart
- The Organisation Chart toolbar

Brainstorming Diagrams (*)

- Creating a main topic
- Adding subtopics
- Arranging a brainstorming diagram

Room Layouts (*)

- Choosing a diagram scale
- Creating a room structure
- Adding furniture and extras
- Showing measurements

There will be no more than 6 people on the course. All courses include lunch at a nearby restaurant. Please see our [website](#) for [references](#), or [email us](#) if you have any questions.