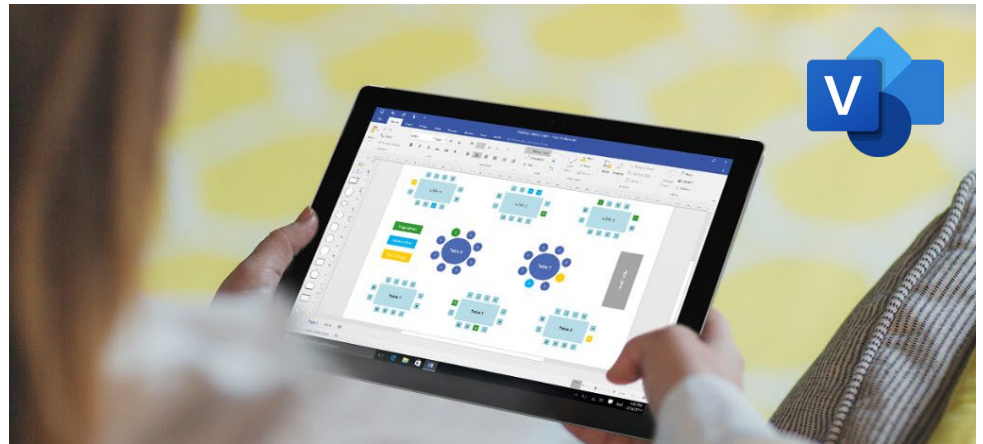# Introduction to Microsoft Visio
Training course outline

Microsoft Visio enables you to communicate complex information with visually-engaging, data-linked diagrams.

Introduction to Microsoft Visio training teaches the key techniques for producing diagrams in Visio.

Course summary
Introductory-level course providing a thorough grounding in Microsoft Visio. Sessions include:
- Create shapes, design styles, templates and stencils
- Design and modify basic diagrams
- Create network diagrams
- Build organisation charts

Duration
One day.

Who should attend?
Anybody who needs to use Microsoft Visio in their day-to-day work.

In-class or live online
You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information
Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate
You'll receive:
- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery
Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support
Following training, you're entitled to 30 days' email support from your trainer.

Further information
See armada.co.uk/course/visio.

Course syllabus
See over.

Course syllabus

Topics	Sub-topics
Introduction	Getting started
	Interface
Drawing basics	Drawing shapes and lines
	Editing shapes and adding text
	Formatting text and objects
Workflow Diagrams	Drawing components
	Modify a drawing topic
	Callouts and groups
Organisation charts	Creating organisation charts
	Modifying organisation charts
Floor plans	Basic floor plans
	Room layouts

Topics	Sub-topics
Network Diagrams	Creating network diagrams
	Shape Data
	Layers
Cross-functional flowcharts	Creating a cross-functional flowchart
	Formatting
Styles	Shape and connector styles
	Themes and variants
	Use containers
Printing and saving	Presentation Mode
	Saving