

Course	Visio Level One
Length	Six hours, delivered in two 3-hour sessions.
Audience	For the student who has little or no experience using Visio. In this course, participants learn fundamental skills while creating several types of diagrams. Students will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. They will learn techniques to manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. Participants will generate an organization chart from imported data and edit custom properties to store additional information in diagrams.
Prerequisites	For the student who has little or no experience using Visio, and who needs to learn the basic skills that are necessary in order to begin to use this program effectively. Participants should be experienced computer users.
Topics	<p><i>Module 1: An Overview of Visio</i></p> <ul style="list-style-type: none">◆ Visio Documents◆ Elements of the Visio Window◆ Visio Navigation <p><i>Module 2: Basic Skills: Creating a Directional Map</i></p> <ul style="list-style-type: none">◆ Using Stencils◆ Saving Files◆ Manipulating Shapes◆ Adding Text◆ Stacking Order <p><i>Module 3: Basic Diagram Skills</i></p> <ul style="list-style-type: none">◆ Enhancing Productivity◆ Managing Shapes – Grouping, Aligning and Distributing◆ Applying Styles – Lines, Text, Colors and Patterns <p><i>Module 4: Flowcharts</i></p> <ul style="list-style-type: none">◆ Creating a flowchart◆ Connecting Shapes◆ Applying Page Styles◆ Cross-Functional Flowcharts