

Visio



You will learn how to efficiently:

Create a Basic Flowchart and a Cross-Functional Flowchart.

Construct an organisation chart.

Draw a Gantt chart & Timeline.

Use all the formatting, selection and navigation tools.

Customise your stencil & toolbars

Apply backgrounds to templates

Edit shape data & graphics

Linking and embedding Visio diagrams

Audience

For individuals who need to create flow charts, organisation charts, floor plans, Gantt charts or timelines.

Outcomes

You will be able to create a wide range of diagrams very quickly and effortlessly.

Duration

2-3 hours depending on the number of different diagrams which need to be covered.

