

## Course Aims & Objectives

Microsoft Visio is a diagramming tool that can be used to visually communicate technical as well as non-technical representations of ideas, processes, concepts, structures, layouts, software models, blueprints, etc. Microsoft Visio eliminates the laborious process of creating diagrams by providing the tools to create complex diagrams in a user friendly manner. Whether you want to create an office layout, a basic flowchart or an organizational structure, you can do it with minimal effort using Microsoft Visio.

## Who Should Attend?

This is a beginner course in Visio. It is designed for those who have little or no experience of the application. This course will start Visio from the very start. If you have previously used Visio and are proficient in the course content then you may wish to consider doing an Advanced level course.

## Course Outline

The course content will include the items listed below. Items not listed here are covered at another level. This course does not cover UML, Wireframe or COM/OLE diagrams.

- Starting diagrams by using templates.
- Working within the Visio environment.
- Adding shapes to diagrams.
- Moving, sizing, rotating shapes.
- Working with groups.
- Formatting shapes and diagrams.
- Connecting shapes.
- Creating project schedules.
- Creating timelines.
- Importing timelines to create Gantt charts.
- Tracking project details with Gantt charts.
- Creating organisation charts.
- Importing data for organisation charts.
- Laying out office spaces and floor plans.
- Creating network diagrams.
- Creating Calendars.
- Creating Brainstorm diagrams.
- Creating Cause & Effect diagrams.
- Creating TQM Diagrams.
- Creating Event Driven Process Chains (EPC) Diagrams.

*Notes and exercise files are available online at [www.dti.ie](http://www.dti.ie)  
The notes will cover Visio Fundamentals.  
Ongoing email support is offered.*