

***Module 1 – Getting Starting in Microsoft Visio***

- Starting a Visio Diagram
- Working in the Visio Window
- Basic Diagram Concepts and Terminology
- Viewing Options

***Module 2 – Creating a Map***

- Starting a Drawing from a Template
- Working with Stencils
- Adding Shapes to the Drawing
- Methods for Selecting Added Shapes
- Understanding Shape Handles
- Moving Shapes
- Adding Text to Shapes
- Formatting Text
- Using the Format Painter
- Changing Stacking Order
- Saving and Printing Drawings

***Module 3 – Creating a Flow Chart***

- Starting the Flowchart from a Template
- Planning the Flowchart
- Adding Shapes
- Understand Shape Connectors
- Adding Connectors to the Drawing
- Storing Data in Shapes
- Linking Flowcharts
- Adding Headers, Footers, and Page Numbers to the Drawing

***Module 4 – Creating and Organization Chart***

- Starting the Organization Chart from a Template
- Adding a Title Shape to the Chart
- Adding Organization Chart Shapes
- Changing Shape Layout
- Displaying Information on Shapes
- Adding Pictures to Shapes
- Formatting
- Creating a Synchronized Department
- Using the Organization Chart Wizard
- Linking an Organization Chart to Database Records

***Module 5 – Designing an Office Layout***

- Creating the Floor Plan
- Adding Walls, Windows, and Doors
- Adding Additional Shapes
- Grouping and Ungrouping Shapes
- Changing the Drawing Scale