Publication date : 02/20/2024

Course : Visio Professional, advanced

Practical course - 2d - 14h00 - Ref. VPP
Price : 1180 € E.T.

4,6 / 5

You will acquire advanced knowledge of Visio Professional. By the end of the course, you'll be able to create and publish all types of professional diagrams and schematics. You'll also have learned how to take advantage of the software's features to optimize the time spent on your graphic creations.

Teaching objectives

At the end of the training, the participant will be able to:

- Customize the graphical interface
- Create custom shapes
- Create, modify and protect layers
- Structure diagrams with containers, lists and legends
- Incorporating external elements into a diagram
- Creating hypertext links

Intended audience

Responsables des ressources humaines, ventes, marketing, administratifs, financiers, chefs de projet, etc.

Prerequisites

Good knowledge of basic Visio Professional tools.

Course schedule

1 Advanced use of shapes and templates

- Template management.
- Efficient use of the shape library.
- Create a shape and add it to a template.

Hands-on work
Create custom shapes.

PARTICIPANTS
Responsables des ressources humaines, ventes, marketing, administratifs, financiers, chefs de projet, etc.

PREREQUISITES
Good knowledge of basic Visio Professional tools.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Data management and automation

- Advanced data link.
- Link data to a new shape.
- Automated updating of diagrams based on new data.

Hands-on work
Create complex dynamic diagrams.

3 Working with sub-processes and containers

- Use of sub-processes for modularity.
- Container creation and customization.
- Modify container and title styles.

Hands-on work
Create a diagram and prioritize information.

4 Advanced personalization and dynamic visuals

- Create a layer.
- Associate shapes with a layer.
- Unlink a shape from a layer.
- Dynamic visual effects.

Hands-on work
Create and customize themes and styles.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 4 June, 19 Oct.

PARIS LA DÉFENSE
2026 : 28 May, 12 Oct.