Publication date : 01/22/2024

Course : Visio 2013/2010, getting started

Practical course - 2d - 14h00 - Ref. VSI
Price : 1170 € E.T.

4,3 / 5

Discover the features of Visio 2013/2010. You'll learn how to create professional, information-rich models, diagrams and schematics. Mastering the tool will enable you to communicate more visually, for better understanding and optimum impact.

Teaching objectives

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

- Getting to grips with the Visio interface
- Design professional models, diagrams and schematics
- Managing the different file types supported by Visio
- Publishing in the different formats supported by Visio

Intended audience

Human resources, sales, marketing, administration, finance, project managers...

Prerequisites

No special knowledge required.

Course schedule

1 Discover the interface and create a diagram with Visio 2013/2010

- Context of use, Visio's contributions.
- Discovering the tool. Getting to grips with the interface.
- Display management.
- The different types of diagram.

Hands-on work

Create a diagram from a template.

PARTICIPANTS

Human resources, sales, marketing, administration, finance, project managers...

PREREQUISITES

No special knowledge required.

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 Adding and selecting shapes

- Open a template. Insert shapes.
- Filling shapes and contours.
- Select, move and copy shapes.

Hands-on work
Add and fill shapes and contours.

3 Operations on shapes

- Dimension shapes.
- Aligning and spacing shapes
- Group and separate shapes.
- Create visual effects.
- Protecting shapes.

Hands-on work
Create visual effects and protect shapes.

4 Adding text to drawings

- Enter text in forms. Edit text.
- Move text independently of shape.
- Rotate and format text.
- Insert fields in a form, on a page.

Hands-on work
Insert and modify text following the outline of a figure.

5 Manage files

- Insert page. Rename a page.
- Save document.
- Analysis of the different file types supported.

Hands-on work
Save a file in the different file types supported by Visio 2013/2010.

6 Page handling and printing

- Page operations. Change page layout.
- Use backgrounds.
- Preview document. Print pages.

Hands-on work
Printing on various electronic formats.

7 Creating templates with Visio 2013/2010

- Create models and templates.
- Use a template. Use a template.
- Exchange shapes between templates.
- Protect templates and models.

Hands-on work
Create models and templates.

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.

8 Visio 2013/2010 and other applications

- Create hypertext links.
- Incorporate external elements.
- Publish to Web, PDF...

Dates and locations

REMOTE CLASS
2026 : 15 June, 24 Sep., 30 Nov.

PARIS LA DÉFENSE
2026 : 15 June, 24 Sep., 30 Nov.