Course : Visio Professional, getting started

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

★★★★⯪   4,3 / 5

Discover Visio Professional's features. 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 Professional interface
- ✓ Design professional models, diagrams and schematics
- ✓ Managing the different file types supported by Visio Professional
- ✓ Publishing in the different formats supported by Visio Professional

Intended audience

Heads of human resources, sales, marketing, administration, finance, project managers...

Prerequisites

No special knowledge required.

Course schedule

(1) Visio Professional fundamentals

- Introducing Visio Professional.
- Advantages of using Visio in a professional context.
- Overview of the user interface.

Hands-on work
Ribbon customization.

PARTICIPANTS
Heads of 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 Creating diagrams

- Start a new diagram.
- Selection of appropriate models and shapes.
- Connecting and arranging shapes.

Hands-on work
Connecting and arranging shapes.

③ Personalization and formatting

- Customize shapes and text.
- Application of colors, styles and themes.
- Use advanced formatting tools.

④ Working with data

- Import external data.
- Linking data to shapes.

Hands-on work
Creation of a dynamic organization chart.

⑤ Flow charts and organization diagrams

- Use of functions specific to flowcharts.
- Add further details with metadata.

Hands-on work
Creation of flow diagrams.

⑥ Network and Gantt charts

- Construction of network diagrams.
- Dependency and resource management.

Hands-on work
Creation of Gantt charts.

⑦ Integration with other Microsoft applications

- Using Visio with Word, PowerPoint and Excel.
- Integration with SharePoint and Teams.

⑧ Tips and tricks for efficient use

- Essential keyboard shortcuts.
- Best practices for creating clear, comprehensible diagrams.
- Troubleshooting common problems.

Storyboarding workshops
Sharing best practices.

Dates and locations

REMOTE CLASS
2026 : 30 Mar., 11 June, 26 Oct.

PARIS LA DÉFENSE
2026 : 23 Mar., 4 June, 19 Oct.