

Course : Visio Professional, getting started

Practical course - 2d - 14h00 - Ref. VPM

Price : 1380 CHF 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.

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 : 30 Mar., 11 June, 26 Oct.