

# Microsoft Visio 365 Level 1 Course Outline

Duration: 1 Day

Welcome to our Microsoft Visio 365 Level 1 beginners training course. Microsoft Visio enables the arrangement of complex data into easily understandable visuals such as flowcharts, floor plans, and more. By the end of the course, you'll confidently use Visio 365 for everyday tasks.

## What You'll Learn

- Create workflow diagrams to visualise processes
- Design professional organisation charts for team structures
- Build floor plans to map layouts and spaces
- Create cross-functional flowcharts for efficient workflows
- Design network diagrams to represent system connections
- Style diagrams to enhance clarity and impact

## Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

## Full Course Outline

### Getting Started with Microsoft Visio 365

- Navigate the Visio environment
- Create a basic drawing
- Use the help system

### Creating a Workflow Diagram

- Use drawing components
- Modify a drawing
- Work with callouts and groups

## Creating an Organisation Chart

- Create a basic organisation chart
- Do more with organisation charts

## Making a Floor Plan

- Make a basic floor plan
- Model a room layout

## Creating a Cross-Functional Flowchart

- Create a cross-functional flowchart
- Modify a cross-functional flowchart

## Creating a Network Diagram

- Create network diagrams
- Use shape data
- Use layers

## Styling a Diagram

- Work with shape and connector styles
- Work with themes and variants
- Work with containers

## Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.