

Turn ideas, systems, and structures into clear, professional visuals with Professional Diagramming Complete, a hands-on Microsoft Visio course designed to help you communicate complex information in a clear and approachable way. Whether you're creating a flowchart, wireframe, floorplan, or business diagram, this course gives you practical skills and creative tools to bring your ideas to life. You'll explore Visio's workspace and templates, then dive into shapes, layers, connectors, and data graphics that help turn static visuals into functional business assets. You'll also learn how to keep your diagrams consistent, organized, and easy to update—so your visuals stay useful long after the meeting ends. No matter your role, if you need to present systems, strategies, or workflows, this course helps you turn basic shapes into meaningful, polished diagrams.

### INTERFACE NAVIGATION & DIAGRAM SETUP

- Tour Visio's interface and key workspaces
- Navigate templates, categories, and file types
- Set orientation, size, and background features

### DIAGRAM TYPES & BUSINESS VISUALS

- Select from categorized diagram templates or start from scratch
- Choose stencils based on business need: process, structure, systems
- Customize diagram canvas to match workflow scope and format

### WHAT YOU'LL LEARN TO DRAW

- **Flow Charts** – Basic, Cross-Functional, Workflow
- **Org Charts** – Standard and Picture-based
- **Wireframes** – Web and Design Flows
- **Business Diagrams** – Fishbone, Workflow Maps, Event-Driven Process
- **Layouts** – Floorplans, Timelines, Calendars
- **Visuals** – Venn Diagrams

### STENCILS, SHAPES & CUSTOM OBJECTS

- Use built-in stencils for each diagram category
- Resize, rotate, and format shapes with precision
- Import images or convert them into shapes

### DRAWING TOOLS, CONNECTORS & SMART ALIGNMENT

- Connect shapes with dynamic or point connectors
- Use the dynamic grid, guides, and auto-align tools
- Snap to grid, auto space, and format connection lines

### LAYERS, CONTAINERS & STRUCTURAL ORGANIZATION

- Group related shapes into containers
- Organize shapes into layers for visibility control
- Label and format containers consistently across diagrams

### MASTER PAGES, TITLES & BACKGROUNDS

- Apply and customize master pages
- Insert page borders, logos, and auto fields (date, page number)
- Control multi-page navigation and orientation

### THEME FORMATTING & VISUAL CONSISTENCY

- Apply theme fonts, colors, and effects to entire diagrams
- Save, duplicate, and modify visual themes
- Remove themes or customize individual object styling

### DATA GRAPHICS & SHAPE DATA LINKING

- Link shapes to Excel, SharePoint, or database sources
- Display KPIs using icon sets, color bars, and text callouts
- Automatically refresh linked data and apply data legends

### REPORTS, SHAPE SHEETS & ADVANCED FORMATTING

- Create shape reports listing embedded data
- Customize reports with fields and filters
- Modify shapes using Shape Sheet properties