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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

MICROSOFT 365 VISIO
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
PROFESSIONAL DIAGRAMMING COMPLETE

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Turn ideas, systems, and structures into polished, professional visuals with Professional Diagramming Complete, a hands-on Microsoft Visio course built to help you communicate complex information clearly and confidently. You'll learn how to set up your diagrams from the ground up—starting with Visio's interface, templates, and orientation controls—then move into building diagrams with categorized stencils, custom shapes, and layout tools tailored to business visuals like flowcharts, org charts, timelines, and wireframes. The course covers drawing tools, connectors, and smart alignment features like grids, guides, and snapping, making shape placement fast and precise. You'll organize your visuals with containers, layers, and background pages, and customize multi-page diagrams using master pages, auto fields, and logos. We'll also explore themes, styles, and formatting tools to ensure consistency, along with data-driven visuals that link to Excel, SharePoint, or databases for dynamic dashboards and performance graphics. Advanced users will also learn to generate reports, shape sheets, and embedded data views to turn static diagrams into functional, update-ready business tools. Whether mapping workflows, designing wireframes, or modeling complex systems, this course gives you everything you need to diagram with clarity, structure, and polish.

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