

We provide a solid introduction to Visio and lots of hands-on practice in making a variety of business and technical diagrams. By the end of this course, you will have experience in creating drawings such as organizational diagrams and flow charts.

Designing with Microsoft Visio

In this class, you will learn how to:

- Use the Visio interface and the different drawing and connector tools
- Create and edit shapes, align them accurately, and add text
- Connect shapes in different ways
- Use background pages, templates, and reports
- Work with the Shapes pane and Visio stencils
- Use drawing tools
- Move, resize, flip or rotate, duplicate, group, and align shapes
- Insert Visio diagrams in MS Word files
- Draw plans to scale
- Add titles and borders to a drawing.

This workshop is intended for those who want to create drawings such as flowcharts, process or business diagrams, floor plans, and organizational charts. Time will be spent in class actually designing and drawing a variety of diagrams.

Registration

See www.radcomservices.com or call 330-650-4777 x221 for more information and to register.

Cost and Class Information

- Cost is \$225 per student and per class.
- Class size will range from a minimum of 3 to a maximum of 10.
- Classes run from 9:00 AM to 4:00 PM with a one-hour break for lunch. Feel free to network with your fellow students at a variety of restaurants located nearby.

Radcom Training

Radcom strives to provide high-quality training to the technical communications and instructional design professions. We focus on the tools and skills needed by our peers in the industry.