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**Introduction to Microsoft Visio**

**Sunday January 23, 2022**

**9:00 AM - 2:00 PM BC, 10:00 AM - 3:00 PM Alberta, 12:00 Noon - 5:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this full day Information Session is $10.00**

**Participants will acquire basic knowledge of Microsoft Visio**

**Learn to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.**

**Course Outline**

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| File:Microsoft Office Visio (2013–2019).svg - Wikimedia Commons**Getting Started with Microsoft Visio** * Perform Basic Tasks in the Visio Environment
* Use Backstage Commands
* Save a File

**Working with Workflow Diagram Tools*** Use Drawing Components
* Modify a Drawing
* Insert Callouts and Groups
 | **Building Organization Charts*** Create an Organization Chart Manually
* Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
* Modify an Organization Chart

**Designing a Floor Plan*** Make a Basic Floor Plan
* Model a Room Layout

**Styling a Diagram*** Modify Shape and Connector Styles
* Apply Themes and Variants
* Use Containers
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**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online resources**

[**https://www.youtube.com/watch?v=EvdaqEVCKpo**](https://www.youtube.com/watch?v=EvdaqEVCKpo)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-visio-0**](https://iicanada.org/form/introduction-microsoft-visio-0)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***