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**Introduction to Microsoft Visio**

**Sunday Oct 10, 2021**

**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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| **Getting Started with 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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**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> (Oct 10)

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

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

**\*\*Please visit the digital Al-Akbhar for more information\*\***