



Introduction to Microsoft Visio

June 22-24-26 Tuesday-Thursday-Saturday Evenings

5:00 PM-7:00 PM BC, 6:00 PM-8:00 PM Alberta, 8:00 PM-10:00 PM Eastern Time

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

Fee for this Full 3 Evenings 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

<p>Getting Started with Visio</p> <ul style="list-style-type: none">• <i>Perform Basic Tasks in the Visio Environment</i>• <i>Use Backstage Commands</i>• <i>Save a File</i> <p>Working with Workflow Diagram Tools</p> <ul style="list-style-type: none">• <i>Use Drawing Components</i>• <i>Modify a Drawing</i>• <i>Insert Callouts and Groups</i> <p>Building Organization Charts</p> <ul style="list-style-type: none">• <i>Create an Organization Chart Manually</i>• <i>Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard</i>• <i>Modify an Organization Chart</i>	<p>Designing a Floor Plan</p> <ul style="list-style-type: none">• <i>Make a Basic Floor Plan</i>• <i>Model a Room Layout</i> <p>Styling a Diagram</p> <ul style="list-style-type: none">• <i>Modify Shape and Connector Styles</i>• <i>Apply Themes and Variants</i>• <i>Use Containers</i>
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Advanced Registration with Pre-Payment Required. Click on this link to Register

<https://iicanada.org/form/microsoft-visio>

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****