# Visio Level 1

## Course Description
Students will learn the basic skills necessary to begin using Microsoft Visio.

## Prerequisites
Computers for Beginners or equivalent knowledge.

## Study Methods
Flexible Learning or Group Training.

## What Next?
Visio Level 1 is the first course in this series. Visio Level 2, the next course in this series, teaches students how to use advanced features of Visio.

## Course Content

**Lesson 1: Getting started**
The Visio interface
Windows, stencils, and objects

**Lesson 2: Drawing tools**
Basic shapes and lines
Compound lines
Editing objects

**Lesson 3: Basic diagrams**
Planning a diagram
Creating a basic diagram
Working with text
Organization charts

**Lesson 4: Formatting drawings**
Formatting text
Formatting shapes and lines

**Lesson 5: Working with pages**
File and print properties
Working with background pages
Working with links

**Lesson 6: Network and brainstorming diagrams**
Network diagrams
Rack diagrams
Brainstorming diagrams

**Lesson 7: Customization and reporting**
Layout and connection techniques
Shape properties
Reporting