



# Infotech Performance Group

## Software Training with CEU's

### INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

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[infotech4scripps.com](http://infotech4scripps.com)

### BRN

Provider approved by the California  
Board of Registered Nursing, Provider  
#11907,  
for 3.5 Contact Hours

### TUITION REIMBURSEMENT

All courses eligible for reimbursement  
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[www.infotech4scripps.com](http://www.infotech4scripps.com)

## The BEST Way to use Visio

### 1. Starting Diagrams by Using Templates

- Working Within the Visio Environment
- Starting Diagrams
- Customizing the Visio Environment

### 2. Key Points for Starting Diagrams Using Templates

- Adding Shapes to Diagrams
  - Working with 1-D and 2-D Shapes
  - Adding Text to Shapes and the Drawing Page
  - Text Block Tool
  - Text Tool
  - Moving, Sizing, Rotating, and Copying Shapes
  - Working with Groups
  - Distribute and align shapes
  - Guides, glue to guides
  - Order of multiple shapes
  - Saving Diagrams
  - Adding shapes to a custom stencil

### 3. Formatting Shapes and Diagrams

- Color, line, and fill
- Text formatting
- Adding Color Schemes to Diagrams
- Backgrounds, borders, and title blocks

### 4. Connecting Shapes - The Flowchart Templates

- Connecting Shapes in Flowcharts
- Modifying Shape Connections
- Changing the Layout of Connected Shapes
- Swim lanes in process diagrams

### 5. Organization Charts

- Adding Chief officers
- Adding Managers
- Working With subordinates
- Laying out subordinate chains
- Backgrounds