

Assys.doc Training Course Overview

Module 1 – Visio Versions and Comparisons

Versions of Visio: Standard vs. Professional and 2007 vs. 2010 vs. 2013

Module 2 – Revision of Basics within Visio

Manipulating shapes on a page

Aligning and distributing shapes efficiently

Using static and dynamic glue

Adding, deleting, moving connector points

Module 3 – Working with Visio Pages

Adding pages, naming, ordering & deleting pages

Background pages, creating and applying layers

Module 4 – Working with Text

Working, manoeuvring text in shapes

Working with the text block tool

Uniform text formatting for different shapes

Module 5 – MS Office Integration

Exporting drawings into other MS Office applications

Saving drawings to view on the web

Module 6 – Stencils & Templates

Review and use of IT stencils

Customizing stencils and adding new shapes

Save and distribute customized stencils

Creating & customizing templates

Sizing shapes

Day 1- Hands On Lab

Data center diagrams

Building on data center diagrams

Basic floor and rack diagrams

Cabling diagrams

Module 7 – Drill Downs & Hyperlinks

Creating and working with drill downs

Creating hyperlinks

Module 8 – IT Infrastructure Diagrams

Layout, organizing and information display

Choosing the right shapes

Module 9 – Custom Properties and Shape Data

Adding, changing and deleting data fields

Linking to Excel and databases

Module 10 – Data Graphics

Creating and using data graphics

Customizing and copying between files

Module 11 – Advanced Stencils and Templates

Creating layers and using layers

Using images in stencils

Module 12 – Shape Reporting

Producing reports

Using Excel for reports

Module 13 –Visio Integration

Automating diagram creation and update

Team-based working

Day 2 - Hands On Lab

LAN / SAN / WAN Networks

Software and system architecture

Servers and hosts, ITIL service mapping

Advanced floor and rack diagrams



Our instructor will review student provided diagrams during the course and suggest ways to improve them. Bring your drawings to class for expert assistance.

Free Visio Utility and Sample Visual Basic Code

Students will also be shown how to use and install our free **Visio Utility** and will be given copies of example diagrams which include **Visual Basic Code** to make diagrams much easier to use