



Training Course

# VISIO FOR IT PROFESSIONALS

Save **90%** of wasted time creating and updating diagrams

# Visio for IT Professionals **Level: Intermediate**

## Who Should Attend?

Students who will benefit from this course are: -

- Anyone involved in creating, maintaining, or working with data centre, networks, applications, process and infrastructure diagrams.
- Projects and operations teams who need accurate systems documentation.
- Managers who want consistent and coordinated diagrams of IT systems and infrastructure produced and maintained by their technical teams.
- Want to Visio diagramming with Excel spreadsheets, databases, CMDBs, etc.

## Pre-Requisites

- Familiarity with using personal computers and using the mouse and keyboard.
- Comfort in the Windows environment and the ability to use Windows to manage information on the computer.
- Ability to launch and close programs, navigate to information stored on the computer, and manage files and folders.
- Prior experience using Visio.

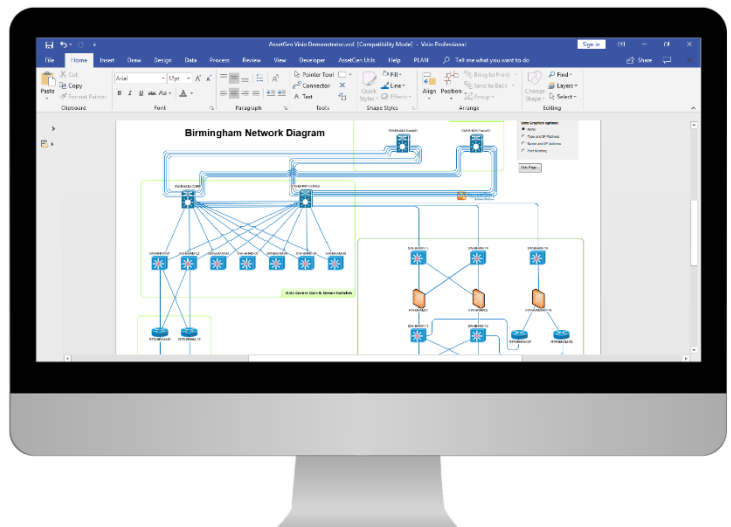
**Duration and Price:** 2 days £990 per person

**On-Premise Courses:** Call +44 8700 340 770

## Why Take Our Visio for IT Professionals Course?

Learn how to save over 90% of the wasted time creating and updating Visio diagrams. Understand how to unlock hidden features such as data-driven diagrams, dashboards, and automation.

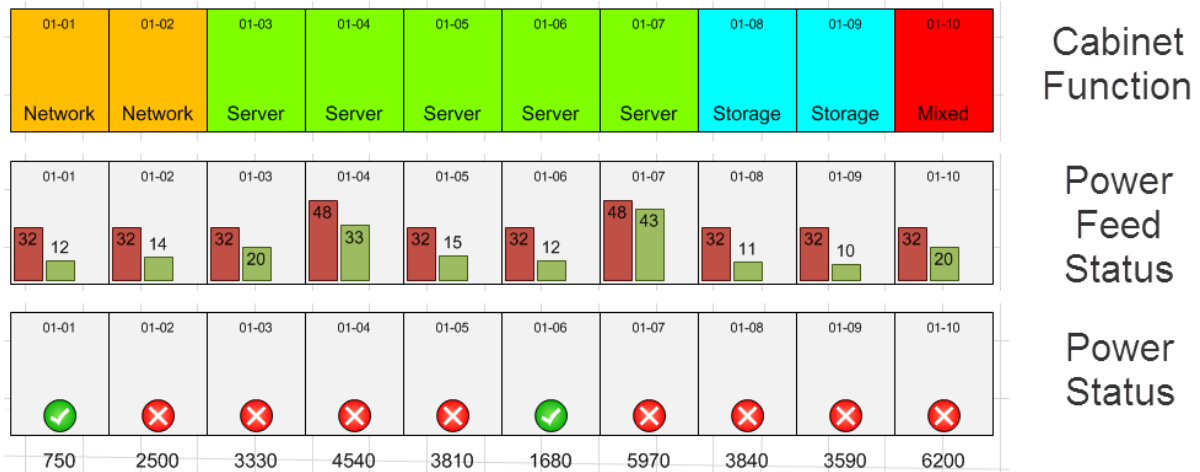
This course is ideal for intermediate Visio users who want to obtain IT-specific training that is not available anywhere else.



## Topics Covered

- Creating diagrams linked to spread sheet data with hundreds of shapes in minutes – and updating them even faster
- Linking shapes on diagrams to other diagrams or documents or web pages
- Create a floor plan to show data centre cabinet power usage, capacity, function and more.
- Publishing diagrams in different formats for easy sharing (doesn't require users to have a Visio license), including HTML or PDF documents, together with all the embedded links.

Using diagrams as a dashboard - the same diagram can be used multiple times to show data in a high impact way, for example, using the same floor plan to show:



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

# Training Module Breakdown

## Module 1 – Visio versions and comparisons

- Standard vs professional and 2007 vs 2010 & 2013

## Module 2 – Revision of basic shapes

- Manipulating shapes on a page
- Aligning and distributing shapes
- Using static and dynamic glue
- Adding, deleting, moving connector points

## Module 3 – Working with Visio pages

- Adding pages, naming, ordering and deleting
- Background pages, creating / 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
- Customising stencils and adding new shapes
- Save and distribute customised stencils
- Creating and customising templates
- Sizing shapes

## Practical sessions

- Data centre diagrams
- Building on data centre diagrams
- Basic floor and rack diagrams
- Cabling diagrams
- LAN/SAN/WAN networks
- Software and system architecture
- Servers and hosts, ITIL service mapping
- Advanced floor and rack diagrams

## Module 7 – Drill downs & hyperlinks

- Creating and working with drill downs
- Creating Hyperlinks

## Module 8 – IT infrastructure diagrams

- Layout, organising and information display
- Choosing the right shapes

## Module 9 – Custom properties / shape data

- Adding, changing and deleting data fields
- Linking to Excel and databases

## Module 10 – Data graphics

- Creating and using data graphics
- Customising and copying between files

## Module 11 – Advanced stencils & 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