



# Office Productivity Training

*Helping your employees work smarter, not harder*

## Visio

### Module 1

- The start page
- The Visio 2013 interface
- Windows, stencils, and objects

### Module 2

- Basic shapes and lines
- Compound lines
- Editing objects

### Module 3

- Planning a diagram
- Creating a flowchart
- Working with text
- Organization charts

### Module 4

- Formatting text
- Formatting shapes and lines

### Module 5

- File and print properties
- Working with background pages
- Working with links

### Module 6

- Network diagrams
- Rack diagrams
- Brainstorming diagrams