



Microsoft 365 Visio

Course Overview

\$218

Microsoft Visio is your ultimate tool for transforming complex data into clear, concise diagrams and flowcharts. In this course, you'll discover how Visio streamlines the entire design process, allowing you to create professional-looking visuals with ease.

Upon successful completion of this course, the student will be able to:

- Create a basic drawing
- Use drawing components
- Modify existing drawings
- Work with callouts and groups
- Create a basic organization chart
- Make a basic floor plan
- Model a room layout
- Create and modify a cross-functional flowchart
- Create network diagrams
- Use shape data and layers
- Modify shape and connector styles
- Work with themes, variants, and containers

Text book:

Course materials are provided.

Ready to Register?

Request for [Registration Online Form](#);
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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7 Hours - Offered In-Person

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2025F CEMA 151

November 14, 2025

Friday | 8:30am - 4:00pm

Registration recommended by

November 6, 2024

Did you know ?

As long as you are enrolled in classes at CNC you will receive free access to MSOffice 365 ProPlus.

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.



College of
New Caledonia