



## Visio for IT Professionals

**Benefits** : This two day course will show you how to produce and keep up to date multiple Visio diagrams of IT infrastructure. The course will show you how to automate data centres, racks, cabling, networks, servers and software diagrams. See how Visio short cuts and automation can reduce the time and improve the accuracy of diagrams. Through working examples, you will see how to link Visio to spreadsheets and databases to minimize errors and the numbers of diagrams required for IT systems documentation.

**Who should attend** : Delegates who will benefit from this course are:

- Anyone involved in creating, maintaining or working with infrastructure diagrams covering IT systems
- Projects and operations teams who rely on systems documentation for decisions and communication
- Managers who want consistent and coordinated diagrams of IT system complexity
- IT specialists who look to integrate Visio diagramming with data in Excel or databases

**Pre-Requisites** : Students are expected to have prior experience of using Visio.

**Duration and Price** : 2 Days £900.00 per person + VAT On site courses by negotiation

### Course Content

#### Module 1 – Visio Versions and Comparisons

What Version of Visio do you have?  
Standard vs Professional. 2003 vs 2007 vs 2010

#### Module 2 – Revision of Basics within Visio

Quick review of 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  
Ensuring the same text formatting is used in different shapes

#### Module 5 – Integrating Visio

Taking Drawings into other MS Applications  
Saving Drawing to View on the Web

#### Module 6 – Stencils & Templates

Take a look & use useful IT stencils  
Customising a stencil and adding new shapes  
Save and distribute customised stencils  
Creating & customising templates  
Sizing shapes

#### Module 7 – Behaviours

Creating and working with Drill Downs  
Creating hyperlinks

#### Module 8 – Creating IT Diagrams

Layout, organising 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  
Customising 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

#### Module 13 – Visio Integration

Automating diagram creation and update  
Team based working

#### LABS for day one - Diagramming IT Systems

Data Centre diagrams  
Floor and rack diagrams  
Cabling diagrams  
LAN / SAN / WAN Networks

#### LABS for day two - Diagramming IT Systems

Building on Data Centre diagrams  
Further work with Floor and Rack diagrams  
Servers and Hosts  
Software and system architecture  
ITIL service mapping

For further details of this course and to register places, please call our training team on 0870 950 4651,  
or email us at [training@squaremilesystems.com](mailto:training@squaremilesystems.com)

This course is jointly developed by Premier Computer Solutions and Square Mile Systems