Training Course

VISIO FOR
IT PROFESSIONALS II

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

SQUARE
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Visio for IT Professionals II

Thank you for taking an interest in learning more about Visio and applying its automation features to IT environments. We guarantee our 2-day training course will provide greater awareness of time saving features as well as methods which enable easier creation and updating of diagrams.
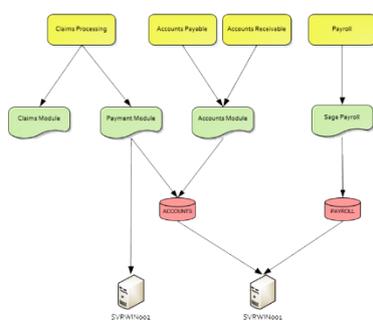
This course is perfect for any IT designers, engineers and managers who are involved in creating, updating and consuming Visio diagrams that explain the physical and logical aspects of IT infrastructure.

Our trainers will teach you methods and skills which help to automate infrastructure diagrams, taking advantage of existing data sources and CAD schematics. Where you have multiple sets of diagrams to maintain, the trainers will explain how consistency and standards can be improved across different teams.
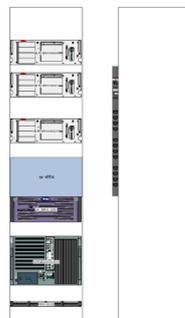
We will also show how different perspectives can be achieved from one diagram, reducing the numbers of schematics to maintain. For example - a data centre floor plan can show cabinet capacity (power, space, connectivity) as well as function (network, server, cabling) and usage (project, customer, cost). Just one diagram can cover all these information needs with the methods we teach.

Another example of efficient Visio diagramming is to re-use data to underpin multiple views of a key device such as a network switch or server. We often need physical views (floor plan, cabinet) as well as topologies (WAN, LAN, SAN, Cabling, Power) for understanding and showing dependencies.
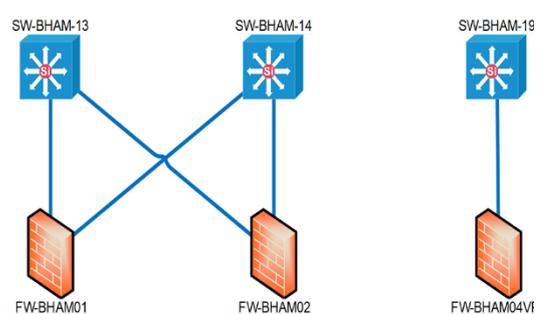
Delegates will learn how to efficiently produce these types of diagrams using Visio automation features.

Service Maps   Rack Diagrams   Network Diagrams

Course details

Who is this course for?

Anyone involved in the creation and maintenance of IT systems, operational teams and IT managers or someone looking to just improve their Visio capabilities. The course is approved for 14 BICSI Continuation Education Credit (CEC's) helping credential holders maintain professional awareness of IT systems and best practices.

Course duration

- ❯ 2 days (16 hours total)
- ❯ The course will commence at 9AM and finish at 5PM each day

The first day covers the basics of Visio and focuses on improving existing skills and applying these skills to demonstrate knowledge transfer.

On the second day our trainers cover advanced techniques including integration with Excel/databases, data graphics and manual/automation options.

Course delivery

This course delivers a mixture of theory and practical exercises to help the delegates apply Visio's design features into their diagramming processes. Upon completion all delegates are able to showcase their new advanced skillset, as well as understanding how specific diagrams can be delivered to meet organisational needs.

Our experts are available to review your diagrams throughout the training course diagnosing any issues you come across and showing potential improvements.

Public, on-premise and remote delivery options

Public courses are charged at £950 / US $1235 per delegate including materials. Contact our sales team on +44 8700 340770 or on our website to confirm availability and any specific diagramming requirements.

On premise courses and remote delivery are available globally – please contact our sales teams to discuss requirements and options.

9AM - 5PM
(2 days)

£ 950 / $1235
(Per delegate)

14

BICSI CEC's

Day 1 & 2 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

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

Practical sessions

Session 1

- Data centre diagrams
- Building on data centre diagrams
- Basic floor and rack diagrams
- Cabling diagrams

Session 2

- LAN/SAN/WAN networks
- Software and system architecture
- Servers and hosts, ITIL service mapping
- Advanced floor and rack diagrams

Company profile

Square Mile Systems enables IT departments or service providers to improve the delivery of ICT services and reduce operational costs. Much of our work is involved with implementation and support services associated with the AssetGen infrastructure database which supports Visio automation on any scale.

We can help achieve an end to end understanding of complex infrastructure – what you have, where it is, what it does and how it works. Making infrastructure change faster, less risky and better coordinated.

Services

> Infrastructure configuration management
> Data centre audits, both techniques and training, as well as audit services
> Visio automation skills
> Training Services

How to find us

Square Mile Systems' offices are situated in Poulton, a picturesque Cotswold village in Gloucestershire. Nearest train stations are Kemble & Swindon. Car parking is available on site.

Address

5 The Butts Farm Courtyard, Poulton, Gloucestershire, GL7 5HY