



Microsoft Visio Intro

Format: One Day
Max Capacity 6

Visio enables you to create a wide range of drawings and diagrams using job-specific stencils. By the end of the course students will be able to create flow charts and organizational charts and have a good understanding of Visio drawing techniques. Students should be familiar with a keyboard layout and be comfortable working in the Windows environment

Course Content

Learning Your Way Around

- Visio Standard Overview
- Starting a New File
- The Interface
- Standard File Types
- Magnification Settings
- Navigation Pages
- Opening Additional Stencils
- Selection Techniques
- Scaling and Resizing Objects

Basic Techniques

- Working with the Drawing Tools
- Drawing Closed Shapes
- Creating Open Shapes
- Drawing Compound Lines
- Drawing with Precision
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects

- Quick Analysis of Connected Drawings
- Rotating Objects

Creating Custom Stencils

- Creating New Shapes
- Adding Shapes to the Stencil
- Saving the Stencil

Creating Organisation Charts

- Quick Overview
- Using the Page layout Wizard
- Importing graphics
- Creating the Organisation Chart
- Adjusting Shape Placement
- Creating Entire Groups
- Overriding the Layout
- Managing Detail
- Custom Properties
- Organisation Chart Wizard

- Changing Shapes
- Updating the Chart with the Wizard
- Printing Your Charts

Creating a Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Connecting Shapes
- Basic Text Features
- Adding Text To Shapes
- Adjusting Text Blocks
- Formatting Basics
- Formatting Text
- Formatting Text Blocks
- Formatting Shapes
- Formatting Lines
- Adding Background Shape
- Dynamic Connectors