

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Understand what Visio is used for and how to start and close Visio
- * Work with shapes
- * Work with text
- * Connect shapes using connector lines
- * Work with page tools
- * Change the size and position of shapes
- * Apply a range of formats to shapes
- * Work with multiple page drawings
- * Use styles to store and apply formatting attributes
- * Use print preview and print drawings.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

STARTING VISIO

- * The Visio Screen
- * Using The Ribbon
- * Understanding and Accessing The Backstage View
- * Using Shortcut Menus
- * Understanding Dialog Boxes
- * Understanding The Quick Access Toolbar
- * Customising The Status Bar and QAT
- * Saving and Exiting From Visio

WORKING WITH STENCILS

- * The Shapes Window and Quick Shapes
- * Creating A Custom Stencil
- * Opening, editing and closing a Stencil

WORKING WITH SHAPES

- * Placing Shapes From A Stencil
- * Selecting, resizing, moving and duplicating, rotating and flipping shapes
- * Ordering, Aligning and Distributing Shapes
- * Merging Shapes To Create New Shapes
- * Grouping And Ungrouping Shapes
- * Using Snap And Glue
- * Using The Dynamic Grid

FORMATTING SHAPES

- * Filling Shapes, Formatting Lines and Applying Shadows
- * Using The Format Painter
- * Protecting Shapes
- * Working With Connectors
- * Connecting Shapes
- * Automatically Adding Connected Shapes
- * Connecting Existing Shapes
- * Inserting And Deleting Shapes
- * Adding Text To Connectors
- * Changing and Formatting Connectors
- * Working With Connection Points

CONTAINERS

- * Adding Containers
- * Adding Shapes To A Container
- * Formatting and Deleting Containers

WORKING WITH TEXT

- * Adding Text To Shapes
- * Formatting and Aligning Text
- * Creating Text Blocks, Bulleted Lists and Tables
- * Spell Checking Text

WORKING WITH PAGES

- * Inserting and Naming Pages
- * Changing Page Order
- * Rotating and Deleting Pages
- * Applying A Background Style
- * Adding Headers And Footers
- * Assigning A Background Page To Other Pages
- * Page Size And Orientation

PAGE TOOLS

- * Understanding Page Tools and Zooming
- * Displaying and Changing Grids And Rulers
- * Using and Setting Guides And Guide Points
- * Working With Rulers and Changing Scale

EDITING PAGES

- * Copying, Cutting And Pasting Shapes
- * Copying A Drawing Page
- * Using Find, Replace, Undo And Redo

THEMES

- * Applying and Deleting A Theme
- * Creating Custom Theme Colours and Effects
- * Copying A Custom Theme To Another Drawing

OUTPUTTING DRAWINGS

- * Using Print Preview and Printing
- * Print Setup And Page Size Options
- * Fitting A Drawing To Printer Pages

ORGANISATION CHARTS

- * Creating A Simple Organisation Chart
- * Adding Multiple Shapes and Converting
- * Changing Layout and Spacing Of Shapes
- * Creating A Team
- * Changing The Order Of Shapes
- * Adding A Title and Shape Data Fields
- * Creating Master Shape Data Fields

ORGANISATION CHART DATA

- * Exporting Data
- * Creating Charts From Spreadsheets
- * Comparing Versions
- * Creating Synchronised Copies
- * Synchronising Relationships

CALENDARS

- * Creating A Calendar
- * Adding Text, Art, A Multiday Event To A Calendar and Adding A Thumbnail Month
- * Changing The Calendar Theme

GANTT CHARTS

- * Gantt Chart Options
- * Creating A Gantt Chart and Subtasks
- * Completing Task Details
- * Linking, Unlinking, Adding And Deleting Tasks
- * Adding And Hiding Columns
- * Formatting Task Bars
- * Navigating A Gantt Chart
- * Exporting From A Gantt Chart
- * Importing Data Into A Gantt Chart
- * Printing Gantt Charts

CROSS FUNCTIONAL FLOWCHARTS

- * Creating A Cross Functional Flowchart
- * Adding Swimlanes, Labels, Phases and Shapes
- * Adjusting Swimlanes And Phases
- * Formatting Cross Functional Charts