

## 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.

This course is delivered over 1 session.

## 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