



Microsoft Visio Training

Fast Track to Visio

Introduction

Learn to use Visio's powerful visualisation tools for creating flowcharts and diagrams. Dramatically increase productivity by creating diagrams that help you understand, act on and share information. Built-in shapes, templates and connectors make it easy, and Visio flowcharts can be connected directly to data, so are easy to refresh and always up to date.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this two day course, participants will learn to create a wide range of drawings and diagrams using Visio. Instructors will show you how to use Visio's built-in shapes, stencils, connectors, grids and styles.

Who Should Do This Course?

This course is designed for people who need to know how to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans and organisation charts. Most graphics software programs depend on artistic skills, but Visio's simple tools make conveying important information as easy as opening a template, dragging shapes into your drawing, and applying themes for a finishing touch.

Learning Outcomes

At the completion of Introduction to Visio course you should be able to:

- work with the basic features of Visio
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- work with page tools
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with Gantt charts
- create and work with cross functional flowcharts

Content

Unit 1: Getting to Know Visio

- Starting Visio in Windows
- Understanding the Start Screen
- Creating a New Drawing from a Template
- The Visio Screen
- How Microsoft Visio Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Saving a New Drawing
- Exiting Safely from Visio

Unit 2: Working With Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Using Quick Shapes
- Creating a Custom Stencil
- Opening a Stencil
- Editing a Stencil
- Closing a Stencil

Unit 3: Working With Shapes

- Placing Shapes from a Stencil
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Copying, Cutting and Pasting Shapes
- Duplicating Shapes
- Rotating and Flipping Shapes
- Ordering Shapes
- Merging Shapes to Create New Shapes
- Grouping and Ungrouping Shapes
- Aligning Shapes
- Aligning Shapes using the Dynamic Grid
- Distributing Shapes
- Changing Shapes
- Using Snap and Glue

Unit 4: Formatting Shapes

- Applying Quick Styles
- Formatting the Fill

- Formatting Lines
- Applying Effects
- Using the Format Painter
- Using Undo and Redo
- Protecting Shapes

Unit 5: Working with Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting and Deleting Shapes
- Adding Text to Connectors
- Changing Connectors
- Working with Connection Points
- Formatting Connectors

Unit 6: Containers

- Adding Containers
- Adding Shapes to a Container
- Formatting Containers
- Deleting Containers

Unit 7: Working with Text

- Adding Text to Shapes
- Formatting Text
- Adding Text to the Page
- Editing Text
- Using Find and Replace
- Aligning Text
- Moving Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

Unit 8: Working With Pages

- Inserting Pages
- Naming Pages
- Duplicating Pages
- Changing Page Order
- Deleting Pages
- Applying a Background Style
- Adding Headers and Footers
- Inserting a Logo
- Assigning a Background Page to Other Pages
- Page Size and Orientation

Unit 9: Page Tools

- Understanding Page Tools
- Zooming
- Panning

- Using the Pan & Zoom Window
- Displaying Grids and Rulers
- Changing Grids and Rulers
- Setting Guides and Guide Points
- Using Guides and Guide Points
- Working with Rulers
- Changing the Scale

Unit 10: Themes

- Understanding Themes
- Applying a Theme
- Applying a Theme Variant
- Highlighting Shapes with Quick Styles
- Embellishing Shapes
- Creating a Custom Theme
- Creating Custom Theme Colours

Unit 11: Working Collaboratively

- Adding Comments
- Working with Comments
- Using the Comments Pane
- Commenting with Ink
- Co-authoring Drawings
- Saving to SkyDrive
- Sharing Drawings
- Opening Shared Drawings

Unit 12: Outputting Drawings

- Using Print Preview
- Fitting a Drawing to Printer Pages
- Printing a Drawing
- Emailing Drawings

Unit 13: Organisation Charts

- Creating an Organisation Chart from Scratch
- Adding Multiple Shapes
- Changing a Position Type
- Changing the Layout of Shapes
- Changing the Spacing of Shapes
- Creating a Team
- Changing the Order of Shapes
- Adding a Title
- Inserting Pictures
- Formatting an Organisation Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating a Custom Shape and Stencil
- Creating Master Shape Data Fields

Unit 14: Organisation Chart Data

- Creating an Org Chart from Employee Data
- Creating an Org Chart from a New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Subordinates

Unit 15: Calendars

- Creating a Calendar
- Adding Appointments to a Calendar
- Adding a Multi-day Event to a Calendar
- Adding Text to a Calendar
- Adding Art to a Calendar
- Adding a Thumbnail Month
- Formatting Calendars

Unit 16: Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating a Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking and Unlinking Tasks
- Adding and Deleting Tasks
- Adding Milestones
- Adding and Hiding Columns
- Navigating a Gantt Chart
- Formatting Task Bars
- Managing the Timescale
- Exporting from a Gantt Chart
- Importing Data into a Gantt Chart
- Printing Gantt Charts

Unit 17: Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating a Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes and Phases
- Formatting Cross Functional Charts