

Visio

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for people who desire to gain the necessary skills to visually communicate business data using diagrams. This course will help you to analyse business processes, show hierarchical structures within an organisation, create a directional map, visualise an office space, and much more.

An Overview of Visio

- Start Visio and Understand the Screen Layout
- Use Visio Diagram Gallery
- Explore Diagram Categories and Types
- Prepare the Visio Workspace
- Use Visio's Help Options
- Exit Visio for Windows

Create Visio Diagrams

- Blank Visio Document
- Basic Flowchart
- Block Diagram
- Workflow Diagram
- Cross-Functional Flowchart
- Organisation Chart
- Brainstorming Diagram
- Office Layout
- Directional Map

Working with Documents

- Open and Close an Existing Document
- Save a Visio Document
- Zoom In and Out of Documents

Managing Shapes

- Identify Shape Handles
- Connect Shapes
- Layout Shapes
- Number Shapes
- Group and Ungroup Shapes
- Resize Shapes
- Add Text to Shapes and Diagrams
- Delete Shapes
- Copy and Move Shapes
- Adjust Shape Coordinates
- Adjust Shape Formatting
- Construct and Merge Shapes

Work with Pages

- Adjust Scale and Measurement Settings
- Work with Rulers
- Work with the Drawing Grid
- Understand and Use Snapping Use Guides and Guide Points Add and Edit Pages
- Print Preview and Print Diagrams

Enhancing Diagrams

- Manipulate Backgrounds for Common Page Elements
- Manipulate Connection Points
- Create Tables and Lists
- Add a Title Block to a Diagram
- Add Text to Headers and Footers

Customising Visio

- Customise the QA Toolbar
- Customise the Ribbon

Custom Shapes

- Using Custom Shapes
- Using Custom Shapes in a Drawing

Stencil Techniques

- Custom Stencils
- Customising Stencil Masters

Styles and Layers

- Working with Styles
- Formatting and Linking Shapes
- Layers