



Visio Introduction 2010/2013

Who would benefit?

This fast pace one day course will provide you with the skills to create professional drawings using MS Visio.

Objective

To give an introduction to Visio allowing participants to make efficient use of this advanced drawing package.

Content

- **Getting Started**
 - Creating a new drawing from a template
 - Getting familiar with the task panes and the Visio screen, including the zoom tools
 - Saving the drawing as different formats
- **Working with shapes**
 - Placing in the drawing
 - Tips for selecting Moving, resizing, copying and deleting
 - Formatting
 - Aligning, distributing and ordering
 - Rotating and flipping
 - Grouping and ungrouping
 - Adding text to shapes
 - Using guides, size and position window and pan and zoom
 - Using the tools: Text block tool, Select tool, pencil tool
- **Working with Connectors**
 - Using Autoconnect
 - The Connector tool and the Connection Point Tool
 - Connector shapes
 - Formatting connectors
- **Working with stencils**
 - Opening extra stencils
 - Understanding quick shapes
 - Creating custom stencils
- **Working with pages**
 - Adding and deleting pages
 - Page size and orientation
 - Using foreground and background pages
 - Using Autosize
 - Scaling drawings
- **General diagram features**
 - Understanding how themes affect drawings
 - Print Preview and Printing
 - Working with hyperlinks
 - Understanding Layers
 - Shape containers
 - Callouts
 - Copying diagrams to other applications including PowerPoint and Word
 - Working with shape data
 - An introduction to the shape sheet
- **Focus on Visio Templates**

We will spend some time creating diagrams from the various templates including:

 - An organisation chart
 - An office layout diagram
 - A basic flowchart
 - A cross functional flowchart
 - A Gantt chart and timeline

Duration

One day

Further level

There are many versions of Visio and we can offer training in all versions and to the advanced level.