



## Visio Introduction

### 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.