Microsoft Visio

Introduction

PREREQUISITES

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and mange files and folders.

BENEFITS

What You Will Accomplish

- Become familiar with the Visio interface and create a basic Visio document
- Create a route map by using Visio features to work with shapes and text.
- Modify, format, and arrange shapes to enhance a basic diagram.
- Create process diagrams.
- Represent an organization hierarchy as a Visio diagram.

COURSE CONTENT

Getting Around Visio
- The User Interface
- The ribbons and toolbars
- File tab
- New file from template
- Standard File Types
- Zoom Settings
- The shapes pane
- Other panes

Drawing Basic shapes
- Using the Drawing Tools
- Drawing precise shapes (size and position Pane)
- Selection Techniques
- Adding shapes from stencils
- Scale and Resize Objects
- Duplicate Objects
- Align Objects
- Distribute Objects
- Group Shapes
- Rotate Objects
- Connected Drawings
- Create containers

Other Mouse Tools
- Pointer tool
- Connector tool
- Connection point tool
- Text tool
- Rotate tool

Cross-Functional Flowcharts
- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart
- Swim lanes

Organisation Chart
- Create a basic Organisation Chart
- Modify an Organisation Chart

Network Diagrams
- Creating Background Pages
- Add items to background pages (e.g. Logo)
- Applying Background Pages
- Insert and work with Fields
- Import Graphics
- Setting Snap and Glue Options
- Print Your Diagrams
- Use grid and Guides
- Link Pages
- Link to Other Files
- Create and use layers
- Add screen tips to a shape
- Add a border and title
- Use the re-layout tool

Custom Features
- Creating Custom stencils
- Creating a Custom Master Shape
- Add custom Shapes
- Set Page, scaling and printing options
- Reviewing and Commenting