Course Objectives and Outline

Visio Professional: Introduction

Days: 1
Prerequisites: Windows Introduction

Unit 1: Exploring the Visio environment
- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

Unit 2: Drawing tools
- Drawing objects
- Additional drawing techniques
- Editing objects

Unit 3: Creating basic diagrams
- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization charts

Unit 4: Formatting drawings
- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

Unit 5: Working with pages
- Creating and setting up a new drawing
- Working with background pages
- Working with links
- Printing diagrams

Unit 6: Creating network and brainstorming diagrams
- Network diagramming
- Rack and directory service diagrams
- Brainstorming tools

Unit 7: An introduction to advanced features
- Advanced layout and connection techniques
- Custom properties
- Reporting