

Visio

Introduction Level

Microsoft Visio gives business and technical users the power to visualise and communicate ideas, information, and systems. Use the simple, flexible tools in Visio to easily create business and technical charts and graphics that capture your inspiration and communicate it with impact. This is a 1 day course.

Prerequisites - No previous experience of MS Visio is required.

Course Content -

Learning Your Way Around

- Starting A New File: Standard File Types
- Changing View Settings
- Panning Across The Page
- Navigating Pages
- Opening Additional Stencils
- Manipulating Stencils
- Selection Techniques
- Scaling And Resizing Objects

Basic Techniques

- Drawing Tools Overview
- Drawing Closed and Open Shapes
- Reshaping With The Pencil Tool
- Drawing Compound Lines
- Drawing With Precision
- Using The Size And Position Window
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis Of Connected Drawings
- Rotating Objects

Creating a Basic Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Adding Shapes With The Rubber Stamp Tool
- Connecting Shapes
- Basic Text Features
- Adding Text To Shapes and Lines
- Adjusting and Rotating Text Blocks
- Formatting Text, Shapes and Lines
- Adding A Background Shape
- Dynamic Connectors

Cross-functional Flowcharting

- Setting The Layout
- Understanding Functional Bands
- Setting File Properties
- Page And Printer Setup
- Creating Background Pages
- Adding Fields
- Adding Text To The Layout
- Formatting The Functional Bands
- Creating Custom Colors
- Adding Separators
- Managing Functional Bands
- Adding Connection Points
- Adding Detail Pages

Creating Organization Charts

- Using The Page Layout Wizard
- Importing Graphics
- Creating The Organization Chart
- Adjusting Shape Placement
- Creating Entire Groups
- Overriding The Layout
- Managing Detail
- Creating Synchronized Copies
- Custom Properties
- Organization Chart Wizard
- Using The Sample Spreadsheet
- Updating The Chart With The Wizard
- Printing Your Charts

Creating Custom Stencils

- Creating New Shapes
- Adding Shapes To The Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving & Using The Stencil



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