
Microsoft Visio

Objectives

Upon completion of this course, participants will be able to create, modify and organize flowcharts, cross-functional flowcharts, and organization charts. Participants will also gain basic skills in using and creating shapes, printing drawings, and creating custom stencils, and be introduced to many time saving shortcuts and techniques designed to increase user productivity.



Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse. A basic understanding of drawing and/or graphics applications would be advantageous.

Duration

One day.

Course Outcomes

1. Understand what Visio is used for and how to start and close Visio
2. Work with shapes
3. Work with text
4. Connect shapes using connector lines
5. Work with page tools
6. Change the size and position of shapes
7. Apply a range of formats to shapes
8. Work with multiple page drawings
9. Use styles to store and apply formatting attributes
10. Use print preview and print drawings.

Course Content

Visio Essentials

- Starting Microsoft Visio 2003
- Creating A Blank Drawing From A Template
- The Visio 2003 Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- ScreenTips
- Opening Stencils
- Working With Stencils
- Saving A New Drawing
- Exiting From Visio

Shapes

- Placing Shapes From Stencils
- Stamping Shapes
- Selecting Shapes
- Moving Shapes
- Duplicating Shapes
- Aligning Shapes
- Distributing Shapes
- Grouping Shapes

Working With Text

- Adding Text To Shapes
- Formatting Text In Shapes
- Selecting And Editing Text

- Creating A Heading
- Creating A Text Block
- Aligning Text
- Spell Checking Text

Getting Connected

- Connecting Shapes
- Connecting Shapes Manually
- Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines
- Changing Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines

Page Tools

- Page Tools Reference
- Zooming
- The Pan & Zoom Window
- Displaying Grids And Rulers
- Changing Grids And Rulers
- Setting Guides And Guide Points
- Using Guides And Guide Points
- Working With Rulers
- Changing The Scaling
- The Drawing Explorer

Size And Position

- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Using Snap & Glue
- Positioning A Shape Precisely
- Rotating Shapes Precisely
- Free Rotating
- Flipping Shapes
- Changing The Order Of Shapes

Formatting Shapes

- Formatting With The Menu
- Formatting With The Toolbars

- Using The Format Painter
- Adding Shadows To Shapes
- Protecting Shapes

Working With Pages

- Naming Pages
- Inserting Pages
- Navigating Through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting A Background
- Centring Content On A Page
- Deleting Pages

Styles

- Styles Explained
- Redefining Existing Styles
- Modifying The Connector Style
- Defining A New Style
- Applying A Style
- Basing One Style On Another Style
- Partial Styles
- Deleting Styles

Printing

- Using Print Preview
- Creating Headers And Footers
- Print Setup Options
- Printing Options
- Changing Page Size