

Microsoft Visio Training

Introduction



Course Objectives

- Navigate and use the Visio interface
- Work with the new toolsets with expanded stencil lists and diagram types available in Visio
- Create and connect shapes with connectors
- Use Visio's rulers and guides to control the placement objects in drawings
- Align drawing objects vertically and horizontally in drawings with a couple of clicks
- Add text to objects
- Format all the text and objects in your drawings
- Create flowcharts
- Produce Organisation charts
- Work with background pages
- Print final drawings

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Navigate Visio

- Using the ribbon, shortcut menus, dialog boxes and the quick access toolbar
- Templates
- Connection points
- Formatting connectors
- Adding text to connectors

Work with shapes

- Add drawing shapes to pages
- Move, copy and resize
- Rotating and flipping
- Ordering and merging shapes
- Grouping and ungrouping
- Aligning and distributing shapes
- Select multiple shapes
- Creating a custom stencil
- Opening and editing a stencil
- Placing shapes from a stencil
- Inserting and deleting shapes

Formatting shapes

- Shape fill
- Shape lines
- Applying shadows
- Using the format painter

Working with text

- Adding text to shapes
- Formatting text
- Aligning text
- Creating bulleted lists and tables

Working with connectors

- Connecting shapes
- Automatically adding connected shapes
- Changing connectors

Containers

- Adding containers
- Adding shapes to a container
- Formatting containers
- Deleting containers

Flowcharts

- Know how to plan diagrams
- Use AutoConnect to join and add shapes
- Create cross-functional flowcharts

Organisation charts

- Organisation chart templates
- Arrange org chart shapes
- Use pictures in organisation charts

Editing pages

- Using find and replace
- Using undo and redo
- Performing a spell check

Pages and printing drawings

- Inserting and naming pages
- Create background pages
- Changing page order
- Rotating and deleting pages
- Adding headers and footers
- Inserting a logo
- Assigning a background page
- Using print preview
- Fitting a drawing to printer pages
- Printing a drawing
- Email a drawing