Visio Introductory

Course Objectives

Upon completion of this course, participants will be able to create, modify and organize basic Visio diagrams and charts. Participants will 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. Navigate a file, change view settings, identify interface components, use Visio Help; work with windows and stencils; and select, scale, and resize objects.
2. Draw and reshape objects; duplicate objects; and align, distribute, group, and rotate objects.
3. Plan a diagram; connect shapes in a diagram and work with text.
4. Format text and text blocks, control attributes including font size, text colour, margins, lignment, and line spacing, apply style themes and effects, and format shapes and lines.
5. Set file, page, and print properties; use Print Preview; create print headers and footers; print a drawing; work with background pages.
6. Use guides to precisely align and glue shapes, set properties for shapes, create and apply custom properties.

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Course Content

Getting Started
- The Visio interface
- Windows, stencils, and objects

Introduction to Visio
- What is Microsoft Visio?
- Starting Visio
- The Visio interface
- The ribbon
- The quick access toolbar
- Creating a new design
- Saving a project
- Closing a design
- Opening an existing project
- Using save as
- Exiting Visio

Stencils and Shapes
- Stencils
- Adding Stencils
- Rearranging Stencils
- Closing Stencils
- Shapes
- Organising Shapes

Working with Shapes
- Adding Shapes to the Page
- Manipulating Shapes
- Move
- Resize
- Rotate
- Reshape
- Duplicate
- Delete, Undo and Redo
- Formatting Shapes
- The Ribbon
- The Visio Properties Panel

Working with Text
- Inserting Text Blocks
- Text Boxes Linked to Shapes
- Free Text Boxes
- Manipulating Text Blocks
- Text Block Properties
- Formatting Text
- Font
- Character
- Paragraph
- Text Block
- Tabs
- Bullets
- Connecting Objects
- AutoConnect
- The Connector Tool
- Connector Path
- Formatting Connectors

Working with Multiple Objects
- Selecting Multiple Objects
- Group and Ungroup
- Align
- Distribute
- Guides

Themes
- Themes
- Variants
- Backgrounds
- Borders and Titles

Pages
- Page Manipulation
- Selecting Pages
- Adding Pages
- Deleting Pages
- Rename a Page
- Duplicate a Page
- Reorder Pages
- Navigate Pages
- Background Pages
- Fields

Viewing And Printing
- Viewing
- Presentation Mode
- Show
- Zoom
- Visual Aids
- Snap & Glue
- Window
- The Printing Screen

Review
- Review Exercise
- Exercise Files