

Visio Level 1



A one day course for people new to Microsoft Visio

Prerequisites

This course assumes the students to have basic computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Exploring Visio

- Getting Started
- Tabs and Ribbons
- The Backstage
- Customise the Ribbon
- The Quick Access Toolbar
- Sheet Tabs
- Save the File as a Picture
- Save the File in a Legacy Format

Chapter 2 - Shapes and Stencils

- Using Default Stencils
- Open and Close Another Stencil
- Searching for Shapes
- The Document Stencil
- Create a Custom Stencil
- Save and Open the Custom Stencil

Chapter 3 - Size, Align and Format Shapes

- Select, Size and Rotate Shapes
- Using the Size & Position Window
- Using the Pan & Zoom Window
- Align and Distribute Shapes
- Format Shapes & Format Painter
- Apply & Create Themes

Chapter 4 - Connect, Snap & Glue

- Connecting Shapes
- The AutoConnect Tool
- The Connector Tool
- Automatically Connect Shapes
- The Connect Shapes Tool
- Controlling Snap and Glue

Chapter 5 - Adding Text

- Adding Text to a Text Block
- Moving a Text Block

- Create a Free-Standing Text Block
- Format Text

Chapter 6 - Create, Group and Order Shapes

- Create Shapes
- Order and Group Shapes
- Removing and Adding to the Group
- Containers

Chapter 7 - Page Setup

- The Page Setup Dialog Box
- The Print Setup Tab
- The Page Size Tab
- The Drawing Scale Tab
- The Page Properties Tab
- The Layout and Routing Tab

Chapter 8 - Layers

- Assigning and Creating Layers
- Changing Layer Properties
- Viewing and Printing of Layers

Chapter 9 - Common Specialty Drawings

- Specialty Drawings
- Floor Plans
- Finding the Area of Rooms
- Finding the Dimensions of Rooms
- The Area and Perimeter Add-On
- Organization Charts
- Layout the Shapes
- Moving Members
- Multiple Shapes and Change Position Type
- Export to Excel
- Cross Functional Flowchart
- Brainstorming Diagrams
- Timelines