



Microsoft Office Visio The Basics Course Outline



Course aims:

To provide a good working knowledge of Visio for new users, in order that they will be able to use Visio to create various flow charts and drawings.

Pre-requisites:

Delegates must be able to understand computer terminology, be able to use a mouse and keyboard. In addition, they should have a good working knowledge of Windows and be able to use at least one other computer programme.

Who should attend:

Users who would like to know the capabilities of Visio.

Duration: 1 day

Getting started	Starting Visio; understanding grid; ruler; connection points and selection handles, exiting application
Starting drawings	Using a template & a blank drawing; using a wizard
Saving files	Saving drawings; save a drawing as a template
Existing drawings	Opening Visio drawings
Setting up pages	Page setup; changing drawing size & scale; adding, moving and deleting pages
Views, zooms & pans	Viewing and zooming pictures
Rulers, grids & guidelines	Setting the ruler; working with guides;
Working with stencils	Creating, opening and saving stencil files; using shape explorer
Sizing & positioning shapes	Dragging master shapes into drawings; resizing & stretching shapes; changing wall thickness; rotating & flipping; send to front & back; centre drawing; aligning & distributing shapes; cutting, copying & pasting
Placing & connecting multiple shapes	Copying; duplicating & connecting shapes
Formatting shapes	Formatting lines & corners; adding arrowheads & drop shadows; grouping & ungrouping shapes
Formatting & placing text	Adding & enhancing text; changing the case of text; changing indentation of paragraphs; adding bullet points; spell check; using tabs; inserting & placing text; undo & redo
Organisation charts	Creating, editing organisation charts. Importing data from Excel.
Preview & printing files	Print preview; printing drawings
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