

Learn how to create and develop business-oriented drawings using Microsoft Visio. The course will look at methods of developing flow charts, organizational charts, space planning and other drawings that will be useful in a business environment.

Participants will explore basic skills needed to use Visio effectively. We will develop different business drawings, customise and modify existing drawings, explore the concepts behind many of the different business-oriented drawings.

Introduction - An Overview of Visio

- ✓ Visio documents
- ✓ Elements of the Visio window
- ✓ Visio navigation / Screen Layout

Connected Diagrams/Flowcharts

- ✓ Create a Flowchart
- ✓ Create a Drawing Page
- ✓ Add a Shape to the Drawing Page
- ✓ Drawing / Moving / Resizing / Rotating Shapes
- ✓ Formatting Shapes
- ✓ Grouping / Aligning Shapes
- ✓ Add a connector manually & automatically
- ✓ Working with text / Adding text to shapes
- ✓ Formatting Text
- ✓ Add details to Diagrams
- ✓ Modify the Design
- ✓ Connecting point to point and shape to shape
- ✓ Name / Save / Print a Flowchart
- ✓ Copy a Diagram

Page & General Options

- ✓ Create a New Page
- ✓ Move between Pages
- ✓ Delete / Reorder Pages
- ✓ Add Page Numbers / Dates
- ✓ Spell Checking
- ✓ Document Protection
- ✓ Copy Formatting
- ✓ Foreground and Background
- ✓ Working with Themes

- ✓ Set Line / Corner / Shadow / Style / Double Click / Behavior Options
- ✓ Insert Text / Text box / Callouts / Screen Tip
- ✓ Set Margins / Set up the Drawing Page
- ✓ Add Headers & Footers
- ✓ Print a Diagram
- ✓ Save as types i.e. PDF/JPEG/HTML

Manipulating Shapes and Lines

- ✓ Select / Copy / Re-Arrange / Align / Distribute / Shapes
- ✓ Freeform Shapes
- ✓ Connecting Point to Point
- ✓ The Shape Menu
- ✓ Snap & Glue Options
- ✓ Set and Change a Line Style
- ✓ Add crossovers to a connector

Layers

- ✓ Create a new layer
- ✓ Add shapes to a layer
- ✓ View a layer
- ✓ Colour a layer
- ✓ Show objects in a layer
- ✓ Print a layer

Working with Master Icons, Stencils & Templates

Styles

Organisation Charts

- ✓ Create a new organisation chart