

Course Outline | Visio Introduction

1 day(s)

Overview

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Course Objective

This course is designed for persons who are new to Visio and who will be using Microsoft Visio to create basic workflows and perform end-to-end flowcharting.

Target Student

This course is designed for persons who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Prerequisites

Windows Introduction or equivalent knowledge

Course Outline

Finding Your Way Around

- Opening a drawing within Visio
- The shapes window
- Shape window stencils
- Masters
- Quick shapes
- The drawing window
- The current drawing page
- Splitting the window display
- Minimizing the shapes window
- Minimising the ribbon
- Rulers
- Page tabs
- Scroll bars
- Visio status bar
- Zoom controls
- Fit page to current window
- Switching between Visio windows
- Visio help
- Help videos

Using Visio Templates

- Creating a new diagram
- Using a different template
- Searching for video templates

Shapes And Connectors

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- Adding shapes to the drawing area
- The connector & pointer tools
- Inserting a different shape
- Adding text to the shape
- Adding text to a connector
- Deleting a connector
- Moving , resizing & deleting shapes

Backgrounds, Borders, Titles & Themes

- Adding a background
- Applying borders and titles
- Applying design themes

Formatting Text & Shapes

- Formatting commands
- Changing the font type
- Font size
- Font style, bold, italic and underline
- Font colour and case
- More font formatting options
- More paragraph formatting options
- Horizontally text alignment
- Vertical text alignment
- Changing the line indent
- Text rotation
- Bullets

Formatting Shapes

- Shape fill colour
- Shape line colour and thickness
- Shape effects
- Modifying connection arrows
- Rounding shape corners

Manipulating Shapes

- Grouping shapes
- Ungrouping shapes
- Ordering shapes
- Bringing a shape to the front
- Sending a shape to the back
- Sending shapes forwards or backwards
- Rotating a shape to the left or right
- Free rotating a shape
- Rotating text within a shape
- Flipping a shape horizontally and vertically
- Aligning shapes vertically and horizontally
- Distributing shapes
- Adjusting shape layout

Formatting Connectors

- Using curved connectors
- Using straight connectors
- Using right angle connectors
- Setting line jump options
- Snapping and gluing
- Displaying the snap and glue dialog box

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- Using glue to shape
- Using glue to connection point

Using Layers

- Layers
- Assigning a shape to a layer
- Showing and hiding layers

Managing Pages

- Moving between pages
- Inserting a new page
- Renaming , reordering & deleting pages
- Creating a background page
- Assigning a background page

Printing And Sharing Drawing

- Spell checking
- Paper size and orientation
- Print preview