

MS Visio - Introduction

(1 day)

Background

To give delegates a good working knowledge of Visio for Windows

Who should attend

People with little or no working experience of Visio. Understanding and working knowledge of other Windows applications is essential

Course Outline

Overview of Visio

- Definitions
- The screen layout
- Stencils and drawings
- Using stencils to create drawing
- Working with multiple stencils
- Saving, closing and opening files

Working with Shapes

- Working with handles
- Selecting objects
- Working with objects
- Attributes, aligning, distributing, rotating,
- Flipping
- Grouping Shape order

Working with Text

- Adding text to shapes
- Using the text tool
- Free standing text
- Text enhancements
- Alignment, point size, colour
- Tab settings
- Bullets
- Working with text independently from objects

Using the Freehand Drawing Tools

- Creating new shapes
- Protecting shapes
- Shape behaviour

Connecting Shapes

- Stencil connectors
- Drawing connectors
- Connecting with 1D shapes
- Using dynamic glue
- Adding, deleting and moving connector points
- Working with connector points

Visio Pages

- The page views
- Adding pages
- Background pages
- Page Orientation (portrait, landscape)
- Printing drawings

Using Visio to Create Charts

- Creating charts
- Organisation charts
- Flow charts

Integrating Visio

- Taking drawings into Word
- Taking drawings into PowerPoint



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