Visio Introduction

Course Duration

1 Day

Objectives & Expected Outcomes

To understand how to use Visio

To be able to work with stencils and flowcharts

To be introduced to the various templates available

To be able to create background pages

To be able to share Visio images

Pre-Requisites

Delegates should be familiar with the Windows environment and be able to use a mouse. Delegates ideally will bring a requirement of using Visio to the session.

Subjects

The Visio Environment

Visio Basics | Navigating in Visio | Using Windows and Stencils | Manipulating Objects | | Drawing Tools | Basic Shapes and Lines | Compound Lines | Editing Objects | New Shapes and Content

Basic Diagrams

Planning your Diagram | Creating a Basic Diagram | Working with Text | Working with Organization Charts | Improved Organisation Chart | Updated Diagram Templates

Formatting Drawings

Formatting Text | Formatting Text Blocks | Formatting Shapes and Lines | Inclusion of Office Art | Quick Styles | Variation of Themes | Change Shape

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Working with Pages

Working with Pages | Duplicate an Entire Page | Creating and Setting Up a Drawing | Working with Background Pages | Working with Links | Printing Diagrams

Network and Brainstorming Diagrams

Network Diagrams | Rack Diagrams | Brainstorming Diagrams

An Introduction to Advanced Features

Advanced layout and connection techniques | Custom properties | Reporting

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