Microsoft Visio 2010-2019
Level 1: Getting Started
1 Day Course

Training at Your Office

COURSE DESCRIPTION

Learn all the core skills required to use Visio effectively. This course teaches the concept of stencils and how to create maps, flow charts, organization charts, floor plans and more.

Course Prerequisites: knowledge of basic Windows use and ability to use keyboard and mouse.

COURSE TOPICS

An Overview of Visio
Templates and Documents
Elements of the Visio Window
Scrolling and Zooming
Using the Pan & Zoom Window
Anchor and Autohide

Basic Skills: Creating a Directional Map
Using Stencils and Finding Shapes
Saving Files
Drawing Properties
Manipulating Shapes
Resizing Shapes
Rotating Shapes
Copying Shapes
Using the Stamp Tool
Connecting Roads
Adding Text, Stand-alone and to Shapes
Rotating Text Separately
Editing Text
Formatting Shape Text
Changing the Stacking Order

Adding Pictures
Add Clip Art
Add Other Pictures

Cross-Functional Flowcharts

Basic Diagram Skills
Show/Hide Elements
Repeat Duplication
Numbering Shapes
Grouping
Aligning & Distributing Shapes
Distributing Shapes
Applying Styles
Changing Line Styles
Text and Fill Colors
Adding Patterns & Drop Shadows

Flowcharts
Connecting Shapes
Cloning Shapes
Point-to-Point Connections
Routing Connectors
Line-Curve Connectors
Using Extra Connectors

Page Styles
Using Borders and Titles
Renaming Shapes
Adding and Editing Backgrounds
Applying Color Schemes

Organization Charts
Adding & Arranging Subordinate Shapes
Adding Multiple Shapes
Editing Custom Properties
Adding a Custom Property
Organization Chart Data Wizard
Creating an Organization Chart from Data
Navigating a Multi-Page Organization Chart
Hiding Subordinates
Breaking Down an Organization Chart
Navigating Linked Pages
Changing Styles
Changing Spacing

Floor Plan
Creating an Office Layout
Adding Space
Adding Walls
Drawing to Scale
Adding Doors and Windows
Resetting the Ruler Zero Point
Drawing Scale
Design Your Office

gump
TRAINING