

# Microsoft Visio 2013-2019/365

## 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



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