

Microsoft Visio Introduction

1 Day Course

Overview

This course provides practical guidance on how to create a range of business and technical diagrams and layouts. You will learn the concepts of creating various floor plans, flow charts, ideas, processes, maps etc. using Microsoft's extensive shapes, themes and galleries to manipulate diagrams and make information easier to comprehend.

Audience

Users new to Visio or those who have to create a range of diagrams and drawings such as flowcharts, business diagrams, drawings, office floor plans, organisation charts etc.

Course Objectives

At the end of this course, delegates will be able to create, format and print a wide range of professional looking visual diagrams.

Prerequisites

No prior knowledge of Microsoft Visio is assumed.

Course Contents (1 day)

- Introduction
 - The Visio interface
 - Starting Diagrams
 - Templates & Stencils/Shapes/Quick Styles
 - Zoom and Pan
- Creating Diagrams
 - Stencils - Floating and docking stencils
 - Page layout
 - Using Diagrams & backgrounds
 - Guides, Rulers, Snap To, Auto Size, Auto Connect on/off
 - Connection points, Universal connector
- Basic Shapes and Text
 - Using & Formatting shapes
 - Glue, Align, Distribute, Group/Ungroup
 - Shape text, Add text to shapes
 - Text boxes & Formatting text & Connectors
 - Graphic legends
- Tools
 - Pointer, Text, Rotate, Connector & Connection point tools
- Diagram Types - Creating and Formatting:
 - Flowcharts
 - Organisation charts – Manual & Excel Quick Import
 - Office layouts
 - Network Diagrams
 - Others
- Drawing Objects and Layers
 - Drawing objects
 - Text on objects
 - Using layers
 - Creating, Viewing, Formatting layers
 - Adding objects & Colours
 - Distributing & Aligning Objects
 - Scaling and Re-sizing objects
- Creating pages
 - Foreground and background pages
 - Navigating pages
 - Using Borders
 - Hyperlinks
 - Links to other pages
 - Multi-page drawings



- Miscellaneous
 - Using Swimlanes
 - Change shape function
 - Shape effects – The Shapesheet
 - Creating Styles and custom Stencils
 - Creating a Template file & Custom master
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- Printing
 - Print preview and parameters
 - Scaling and measurement units
 - Centre and Copy drawings
 - To PDF

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.