

Microsoft Visio 1

Audience

This course is for those who are required to create a range of diagrams, organisation charts, flow charts, office layouts and scaled drawings.

Objectives

On completion of this course delegates will be able to design and manage basic diagrams, workflows and flowcharts

Course Content

Visio Introduction and Overview

- Explore the Visio Interface
- Drawing Page
- Stencils
- Shapes
- Ribbon and contextual ribbons
- Range of Diagram types
- Task panes for navigation and accurate measurements and position

Create Diagrams

- Create an Office Layout
- Create a Flowchart
- Create and modify an Organisation Chart with shapes
- Create and modify an Organisation Chart from imported Excel data

Visio basics

- Add Shapes to a Drawing
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order
- Aligning shapes
- Manage Shapes
- Shape Data
- Exporting Shape Data
- Apply Page Styles
- Understand difference between Drawing and Page scales
- Work with connectors
- Work with Containers