

## MICROSOFT VISIO - ESSENTIALS

### COURSE LISTING

This course is for new or inexperienced users of Visio who want to gain a basic understanding of how to use its main tools and features. Visio is a powerful diagramming program, which enables you to easily create many drawings from flowcharts and organization charts to network and web diagrams. Time is available for practice exercises and to build skill during this day.

Duration: 1 Day

#### Introduction to Visio

- Opening, closing, creating and saving a new Visio drawing
- Adding stencils. moving stencils and closing stencils
- Dragging shapes onto a drawing

#### Drawing Basics

- Adding Shapes to the drawing
- Selecting Shapes, Zooming the page
- Delete, Move, Scale, Stretch, Rotate & Copy Shapes
- Adding Text to shapes
- Working with Text blocks
- Understanding 1-D and 2-D Shapes
- Arranging, Aligning, Distribution, Grouping and Stacking Shapes

#### Working with Connectors

- Understanding Connectors
- Connecting shapes manually & automatically
- Point to Point and Shape to Shape Connections
- Connecting a series of Shapes
- Working with Connection points: adding, routing, curving and deleting

#### Flowcharts & Process Maps

- Step by step guide to Flowcharts and Process maps

#### Working with snap and Guides

- Using Snap and the Guides

#### Organisation Charts

- Using the Organisation Chart Stencil to draw an Org chart
- Creating an Org Chart from an Excel workbook and Outlook Global Address Book
- Editing and splitting an organisation chart
- Working with Connectors in an Org Chart

#### Working with Pages

- Adding pages
- Working with background pages
- Re-order, delete and rotate pages
- Changing the drawing page size
- Scaling pages
- Understanding Drawing and Printing Page

#### Printing and Page Setup

- Printing Large Drawings
- Understand the Drawing & Printed Page
- Printing A4 Drawing on A3
- Headers & Footers

#### Document Stencil

- Introducing the Document Stencil