

# Mastering Microsoft Visio

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The aim of this course is to teach participants how to use all the important aspects of Visio. This is a comprehensive cover of creating flow charts, cross functional flow charts, organisation charts and other diagrams. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a Visio course in a very long time or those making the transition from an older version of Visio. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

## COURSE CONTENT

### CONFIGURING VISIO

<input type="checkbox"/> CUSTOMISING THE SCREEN	<input type="checkbox"/> PAGE SETUP OPTIONS
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### DRAWING CLOSED SHAPES

<input type="checkbox"/> CLOSED SHAPES	<input type="checkbox"/> OPEN SHAPES
<input type="checkbox"/> 1-D SHAPES	<input type="checkbox"/> 2-D SHAPES
<input type="checkbox"/> DRAWING SHAPES	<input type="checkbox"/> MOVING SHAPES
<input type="checkbox"/> RESIZING SHAPES	<input type="checkbox"/> ADDING TEXT TO A SHAPE

### FORMATTING TEXT

<input type="checkbox"/> SELECTING SHAPES	<input type="checkbox"/> FORMATTING OPTIONS
<input type="checkbox"/> SELECTING TEXT IN A SHAPE	<input type="checkbox"/>

### MANIPULATING SHAPES

<input type="checkbox"/> DUPLICATING SHAPES	<input type="checkbox"/> THE STAMP TOOL
<input type="checkbox"/> MOVING MULTIPLE SHAPES	<input type="checkbox"/> DELETING SHAPES
<input type="checkbox"/> CREATING A TEXT BLOCK	<input type="checkbox"/> MOVING TEXT IN SHAPES

### CONNECTORS

<input type="checkbox"/> CONNECTOR ANATOMY	<input type="checkbox"/> TYPES OF CONNECTORS
<input type="checkbox"/> DYNAMIC CONNECTORS vs STRAIGHT CONNECTORS	<input type="checkbox"/> CONNECTION SNAPS AND GLUES
<input type="checkbox"/> LINE JUMPS	<input type="checkbox"/> REROUTING DYNAMIC CONNECTORS

### DRAWING CONNECTORS AND ADDING TEXT TO CONNECTORS

### DRAWING TOOLS & TECHNIQUES

<input type="checkbox"/> NUDGING AND ROTATE SHAPES	<input type="checkbox"/> SIZE AND POSITION WINDOW
<input type="checkbox"/> PAN AND ZOOM	<input type="checkbox"/> ALIGN SHAPES
<input type="checkbox"/> DISTRIBUTING SHAPES	<input type="checkbox"/> SHAPE FORMATTING OPTIONS
<input type="checkbox"/> AUTO ALIGN & SPACE	<input type="checkbox"/> GROUPING AND UNGROUPING SHAPES
<input type="checkbox"/> SHAPE OPERATIONS	<input type="checkbox"/> CONTROLLING SHAPES WITH LAYERS

### STENCILS

<input type="checkbox"/> OPENING ADDITIONAL STENCILS	<input type="checkbox"/> CREATING NEW STENCILS
<input type="checkbox"/> SWITCHING STENCILS	<input type="checkbox"/> MANIPULATING STENCILS

### HYPERLINKS

### NUMBERING SHAPES

<input type="checkbox"/> MANUALLY NUMBERING SELECTED SHAPES	<input type="checkbox"/> AUTOMATICALLY NUMBER SHAPES
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### CREATING CROSS-FUNCTIONAL FLOWCHARTS

### CREATING ORGANISATIONAL CHARTS

### CREATING DIMENSIONAL DIAGRAMS

### SHAPES AND SHAPE DATA

<input type="checkbox"/> ADD DATA TO SHAPES	<input type="checkbox"/> To add values to your data fields
<input type="checkbox"/> ADD DATA FIELDS TO A MASTER SHAPE	
VISIO 2016	
<input type="checkbox"/> IMPORTING DATA	<input type="checkbox"/> HOW DATA GETS LINKED IN THE DIAGRAM
<input type="checkbox"/> DATA GRAPHICS	<input type="checkbox"/> Applying the data bar to shapes
<input type="checkbox"/> Configuring other data bar properties	<input type="checkbox"/> Icon sets
<input type="checkbox"/> Applying the icon set to shapes	<input type="checkbox"/> Configuring other icon set properties
<input type="checkbox"/> Text callouts	<input type="checkbox"/> Applying the callout data graphic to shapes
<input type="checkbox"/> Configuring other callout properties	<input type="checkbox"/> Color by value
<input type="checkbox"/> Setting up Color by Value	<input type="checkbox"/> Configuring the coloring

### PRINTING

### BACKGROUNDS, TITLES, THEMES & PICTURES

### MICROSOFT VISIO SHORTCUT KEYS