Mastering Microsoft Visio
Half Day 9am to 12noon | $150+GST per person | Maximum 4 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

NEW VISIO DRAWING

☐ CREATE A VISIO DRAWING	☐ THE START-UP SCREEN

The SCREEN and CONFIGURING VISIO

☐ TITLE BAR, QUICK ACCESS TOOLBAR & RIBBON	☐ STATUS BAR, ZOOM, RULERS, GRID & GUIDES
☐ PAGE NAVIGATION, INSERT, DELETE & REORDER	☐ PAGE SETUP; PAPER SIZE & ORIENTATION

DRAWING CLOSED SHAPES

☐ INSERT SHAPES FROM STENCILS	☐ RESIZE, MOVE & ADD TEXT

FORMATTING TEXT

☐ SELECTING SHAPES & TEXT IN SHAPES	☐ FORMATTING OPTIONS

MANIPULATING SHAPES

☐ DUPLICATING, MOVING, SIZING & DELETING SHAPES	☐ THE STAMP & TEXT BLOCK TOOLS
☐ SAVING DRAWINGS	☐ UNDO & REDO

CONNECTORS

☐ CREATE DYNAMIC CONNECTORS	☐ CREATE STRAIGHT CONNECTORS
☐ TYPES OF CONNECTIONS, OR GLUE	☐ LINE JUMPS & FORMATTING LINE JUMP STYLES
☐ REROUTING DYNAMIC CONNECTORS	☐ CONNECTING SHAPES AUTOMATICALLY
☐ CONNECTING SHAPES POINT TO POINT	☐ ADDING CONNECTION POINTS TO A SHAPE
☐ CURVED OR STRAIGHT CONNECTING LINES	☐ DRAW LINES, CIRCLE, ARC, OR FREEFORM CURVE
☐ ADD TEXT TO CONNECTORS	☐

DRAWING TOOLS and TECHNIQUES

☐ NUDGING & ROTATING SHAPES	☐ USING SIZE AND POSITION WINDOW
☐ USING PAN AND ZOOM WINDOW	☐ MERGING & UNMERGE ANCHORED WINDOWS
☐ ALIGN SHAPES	☐ DISTRIBUTING SHAPES
☐ AUTO ALIGN & SPACE	☐ SHAPE FORMATTING OPTIONS
☐ SHAPE OPERATIONS	☐ GROUPING & UNGROUPING SHAPES
☐ HOW THE COMBINE COMMAND WORKS	☐ HOW THE FRAGMENT COMMAND WORKS
☐ HOW THE INTERSECT COMMAND WORKS	☐ HOW SUBTRACT WORKS
☐ HOW THE UNION COMMAND WORKS	☐ HOW THE JOIN COMMAND WORKS
☐ HOW THE OFFSET COMMAND WORKS	☐ HOW THE TRIM COMMAND WORKS
☐ SHAPE ORDER	☐ CONTROLLING SHAPES WITH LAYERS
☐ CREATING LAYERS IN A DIAGRAM	☐ ASSIGNING SHAPES TO LAYERS
☐ WORKING WITH ACTIVE LAYERS	☐ LAYERS TO PROTECT, HIDE, & ORGANISE SHAPES
☐ CROPPING SHAPES	☐ SPELL CHECK

STENCILS

☐ OPENING ADDITIONAL STENCILS	☐ CHANGING THE POSITION
☐ SWITCHING STENCILS	☐ MANIPULATING STENCILS
☐ CREATING NEW STENCILS	☐ CREATE A NEW STENCIL BASED ON AN EXISTING ONE

HYPERLINKS

☐ ADDING A HYPERLINK SHAPE	☐ MODIFYING HYPERLINKS

NUMBERING SHAPES

☐ NUMBER SHAPES AS THE DRAWING IS CREATED	☐ MANUALLY NUMBERING SELECTED SHAPES
☐ AUTOMATICALLY NUMBER SHAPES	☐ RENUMBERING SHAPES & HIDING NUMBERS

CROSS-FUNCTIONAL FLOWCHARTS

☐ CREATING CROSS-FUNCTIONAL FLOWCHARTS	☐ CUSTOMISE BANDS OR SWIMLANES
☐ ADDING SHAPES	☐ HEADERS AND FOOTERS

ORGANISATIONAL CHARTS

☐ CREATE AN ORGANISATION CHART	☐ CHANGING THE LAYOUT, SPACING & SHAPES
☐ ORGANISATION CHART WIZARD	☐ USING DATA ALREADY STORED IN A FILE

DIMENSIONAL DIAGRAMS

☐ DIMENSIONING STENCIL	☐ FINDING A DIMENSIONING STENCIL
☐ UNITS OF MEASURE FOR DIMENSION LINES	☐ ADD HEIGHT & WIDTH DIMENSION FIELDS

PRINT and PRINT PREVIEW and BACKGROUNDS, TITLES, THEMES and PICTURES

☐ BACKGROUND, THEME, BORDER, PICTURE & TITLES	☐ PRINT PREVIEW, PAGE SETUP & PRINT

MICROSOFT VISIO SHORTCUT KEYS