

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**

**INTRODUCTION**

<input type="checkbox"/> CREATE A VISIO DRAWING PROCESS	<input type="checkbox"/> NEW FLOW CHART DRAWING
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**THE SCREEN**

<input type="checkbox"/> TITLE BAR	<input type="checkbox"/> THE RIBBON
<input type="checkbox"/> THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> THE STATUS BAR
<input type="checkbox"/> ZOOM CONTROLS	<input type="checkbox"/> RULERS
<input type="checkbox"/> GRID	<input type="checkbox"/> GUIDES
<input type="checkbox"/> SCROLL BARS	<input type="checkbox"/> ZOOM CONTROLS
<input type="checkbox"/> PAGE NAVIGATION CONTROLS	<input type="checkbox"/> INSERT, NAME, DELETE, SETUP AND REORDER PAGES

**SHAPES AND THEIR MEANINGS**

<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"/> How 1-D And 2-D Shapes Work Together	<input type="checkbox"/> DRAWING SHAPES
<input type="checkbox"/> MOVING SHAPES	<input type="checkbox"/> RESIZING SHAPES
<input type="checkbox"/> FLOW CHART SHAPES & THEIR MEANINGS	<input type="checkbox"/> BASIC FLOW CHART
<input type="checkbox"/> STEP 1: IDENTIFY TASKS	<input type="checkbox"/> STEP 2: ORGANISE AND DOCUMENT TASKS
<input type="checkbox"/> STEP 3: DOUBLE-CHECK THE PROCESS	<input type="checkbox"/> STEP 4: CHALLENGE THE FLOW CHART

**ADDING TEXT TO A SHAPE & FORMATTING TEXT**

<input type="checkbox"/> SELECTING SHAPES OR SHAPE TEXT	<input type="checkbox"/> FORMATTING OPTIONS
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**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"/> CONTROL WHAT CONNECTS	<input type="checkbox"/> ABOUT CONNECTING SHAPES
<input type="checkbox"/> TYPES OF CONNECTORS	<input type="checkbox"/> DYNAMIC CONNECTORS VERSUS STRAIGHT CONNECTORS
<input type="checkbox"/> TYPES OF CONNECTIONS, OR GLUE	<input type="checkbox"/> BUILT-IN CONNECTORS

**LINE JUMPS**

<input type="checkbox"/> TURNING OFF LINE JUMPS	<input type="checkbox"/> FORMATTING LINE JUMP STYLES
<input type="checkbox"/> REROUTING DYNAMIC CONNECTORS	<input type="checkbox"/> CONNECTING SHAPES
<input type="checkbox"/> CONNECTING SHAPES AUTOMATICALLY	<input type="checkbox"/> CONNECTING SHAPES POINT TO POINT
<input type="checkbox"/> ADDING CONNECTION POINTS TO A SHAPE	<input type="checkbox"/> USE CURVED INSTEAD OF STRAIGHT CONNECTING LINES
<input type="checkbox"/> DRAW A LINE TANGENT TO AN ELLIPSE, CIRCLE, ARC, OR FREEFORM CURVE	<input type="checkbox"/> LAYOUT SHAPES

**DRAWING CONNECTORS**

<input type="checkbox"/> ADDING CONNECTORS	<input type="checkbox"/> ADD TEXT TO CONNECTORS
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**DRAWING TOOLS & TECHNIQUES**

<input type="checkbox"/> NUDGING SHAPES	<input type="checkbox"/> ROTATING SHAPES
<input type="checkbox"/> SIZE AND POSITION WINDOW	<input type="checkbox"/> PAN AND ZOOM
<input type="checkbox"/> MERGING ANCHORED WINDOWS	<input type="checkbox"/> ALIGN & DISTRIBUTE SHAPES
<input type="checkbox"/> AUTO ALIGN & SPACE	<input type="checkbox"/> SHAPE FORMATTING OPTIONS
<input type="checkbox"/> DRAWING SHAPES	<input type="checkbox"/> GROUPING AND UNGROUPING SHAPES

**SHAPE OPERATIONS**

<input type="checkbox"/> MERGING 2-D SHAPES WITH SHAPE OPERATIONS	<input type="checkbox"/> HOW THE COMBINE COMMAND WORKS
<input type="checkbox"/> HOW THE FRAGMENT COMMAND WORKS	<input type="checkbox"/> HOW THE INTERSECT COMMAND WORKS
<input type="checkbox"/> HOW SUBTRACT WORKS	<input type="checkbox"/> HOW THE UNION COMMAND WORKS
<input type="checkbox"/> HOW THE OFFSET COMMAND WORKS	<input type="checkbox"/> HOW THE JOIN COMMAND WORKS
<input type="checkbox"/> HOW THE TRIM COMMAND WORKS	<input type="checkbox"/> SHAPE ORDER

**CONTROLLING SHAPES WITH LAYERS**

<input type="checkbox"/> CREATING LAYERS IN A DIAGRAM	<input type="checkbox"/> ASSIGNING SHAPES TO LAYERS
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<input type="checkbox"/> Working with Active Layers	<input type="checkbox"/> Using Layers to Protect, Hide, and Organise Shapes
<input type="checkbox"/> CROPPING SHAPES	<input type="checkbox"/> SPELL CHECK YOUR DIAGRAM

#### STENCILS

<input type="checkbox"/> OPENING ADDITIONAL STENCILS	<input type="checkbox"/> CHANGING THE POSITION
<input type="checkbox"/> SWITCHING STENCILS	<input type="checkbox"/> MANIPULATING STENCILS
<input type="checkbox"/> CREATING NEW STENCILS	<input type="checkbox"/> CREATE A NEW STENCIL BASED ON AN EXISTING ONE

#### HYPERLINKS

<input type="checkbox"/> ADDING A HYPERLINK SHAPE	<input type="checkbox"/> MODIFYING HYPERLINKS
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#### NUMBERING SHAPES

<input type="checkbox"/> NUMBER SHAPES AS THE DRAWING IS CREATED	<input type="checkbox"/> MANUALLY NUMBERING SELECTED SHAPES
<input type="checkbox"/> AUTOMATICALLY NUMBER SHAPES	<input type="checkbox"/> RENUMBERING SHAPES & HIDING NUMBERS

#### CREATING CROSS-FUNCTIONAL FLOWCHARTS

<input type="checkbox"/> ADDING BANDS OR SWIMLANES TO THE PAGE	<input type="checkbox"/> CHANGING BAND OR SWIMLANE WIDTHS
<input type="checkbox"/> MOVING & DELETING BANDS OR SWIMLANES	<input type="checkbox"/> ADDING SHAPES

#### HEADERS AND FOOTERS

##### ORGANISATIONAL CHARTS

<input type="checkbox"/> ADDING TITLES	<input type="checkbox"/> CHANGING THE LAYOUT
<input type="checkbox"/> CHANGE SPACING	<input type="checkbox"/> CHANGING SHAPES
<input type="checkbox"/> CHANGING SHAPE STYLES	<input type="checkbox"/> CHANGING SHAPE HEIGHT AND WIDTH
<input type="checkbox"/> ORGANISATION CHART WIZARD	<input type="checkbox"/> USING DATA ALREADY STORED IN A FILE

#### PRINTING

##### BACKGROUNDS, TITLES, THEMES & PICTURES

<input type="checkbox"/> APPLYING A BACKGROUND, BORDERS & TITLES	<input type="checkbox"/> APPLY A THEME AND/OR THEME VARIANT
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##### INSERTING PICTURE

<input type="checkbox"/> INSERTING ONLINE PICTURES	<input type="checkbox"/> MOVING AND SIZING CLIPART
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#### MICROSOFT VISIO SHORTCUT KEYS