Software Solutions
Microsoft Visio
Business Applications

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

☐ CREATE A VISIO DRAWING PROCESS	☐ NEW FLOW CHART DRAWING

THE SCREEN

☐ TITLE BAR	☐ THE RIBBON
☐ THE QUICK ACCESS TOOLBAR	☐ THE STATUS BAR
☐ ZOOM CONTROLS	☐ RULERS
☐ GRID	☐ GUIDES
☐ SCROLL BARS	☐ ZOOM CONTROLS
☐ PAGE NAVIGATION CONTROLS	☐ INSERT, NAME, DELETE, SETUP AND REORDER PAGES

SHAPES AND THEIR MEANINGS

☐ CLOSED SHAPES	☐ OPEN SHAPES
☐ 1-D SHAPES	☐ 2-D SHAPES
☐ How 1-D And 2-D Shapes Work Together	☐ DRAWING SHAPES
☐ MOVING SHAPES	☐ RESIZING SHAPES
☐ FLOW CHART SHAPES & THEIR MEANINGS	☐ BASIC FLOW CHART
☐ STEP 1: IDENTIFY TASKS	☐ STEP 2: ORGANISE AND DOCUMENT TASKS
☐ STEP 3: DOUBLE-CHECK THE PROCESS	☐ STEP 4: CHALLENGE THE FLOW CHART

ADDING TEXT TO A SHAPE & FORMATTING TEXT

☐ SELECTING SHAPES OR SHAPE TEXT	☐ FORMATTING OPTIONS

MANIPULATING SHAPES

☐ DUPLICATING SHAPES	☐ THE STAMP TOOL
☐ MOVING MULTIPLE SHAPES	☐ DELETING SHAPES
☐ CREATING A TEXT BLOCK	☐ MOVING TEXT IN SHAPES

CONNECTORS

☐ CONTROL WHAT CONNECTS	☐ ABOUT CONNECTING SHAPES
☐ TYPES OF CONNECTORS	☐ DYNAMIC CONNECTORS VERSUS STRAIGHT CONNECTORS
☐ TYPES OF CONNECTIONS, OR GLUE	☐ BUILT-IN CONNECTORS

LINE JUMPS

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

DRAWING CONNECTORS

☐ ADDING CONNECTORS	☐ ADD TEXT TO CONNECTORS

DRAWING TOOLS & TECHNIQUES

☐ NUDGING SHAPES	☐ ROTATING SHAPES
☐ SIZE AND POSITION WINDOW	☐ PAN AND ZOOM
☐ MERGING ANCHORED WINDOWS	☐ ALIGN & DISTRIBUTE SHAPES
☐ AUTO ALIGN & SPACE	☐ SHAPE FORMATTING OPTIONS
☐ DRAWING SHAPES	☐ GROUPING AND UNGROUPING SHAPES

SHAPE OPERATIONS

☐ MERGING 2-D SHAPES WITH SHAPE OPERATIONS	☐ 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 OFFSET COMMAND WORKS	☐ HOW THE JOIN 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	☐ Using Layers to Protect, Hide, and Organise Shapes
☐ CROPPING SHAPES	☐ SPELL CHECK YOUR DIAGRAM

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

CREATING CROSS-FUNCTIONAL FLOWCHARTS

☐ ADDING BANDS OR SWIMLANES TO THE PAGE	☐ CHANGING BAND OR SWIMLANE WIDTHS
☐ MOVING & DELETING BANDS OR SWIMLANES	☐ ADDING SHAPES

HEADERS AND FOOTERS

ORGANISATIONAL CHARTS

☐ ADDING TITLES	☐ CHANGING THE LAYOUT
☐ CHANGE SPACING	☐ CHANGING SHAPES
☐ CHANGING SHAPE STYLES	☐ CHANGING SHAPE HEIGHT AND WIDTH
☐ ORGANISATION CHART WIZARD	☐ USING DATA ALREADY STORED IN A FILE

PRINTING

BACKGROUNDS, TITLES, THEMES & PICTURES

☐ APPLYING A BACKGROUND, BORDERS & TITLES	☐ APPLY A THEME AND/OR THEME VARIANT

INSERTING PICTURE

☐ INSERTING ONLINE PICTURES	☐ MOVING AND SIZING CLIPART

MICROSOFT VISIO SHORTCUT KEYS