

## Visio Introduction / Intermediate– 2 days



### Course Objectives

Visio ® helps you transform your ideas and information into understanding and action. Students will learn basic concepts for creating flowcharts, and organisation charts. This includes learning the basics for using and creating shapes, printing drawings, creating custom stencils, and many timesaving shortcuts and techniques designed to increase user productivity.

### Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Creating a Diagram

- Getting acquainted with Visio
- Customising the Visio Environment
- Getting Diagram Help

### Adding Shapes to Diagrams

- Understanding Shapes
- Starting a Block Diagram
- Moving and Sizing Shapes
- Editing Shapes
- Finding and Adding Shapes
- Saving Drawings

### Formatting Shapes and Diagrams

- Formatting Shapes
- Adding Decorative Elements
- Adding a Colour Scheme
- Printing a Diagram

### Connecting Shapes

- Connecting shapes in a Flowchart
- Modifying shapes in connected Drawings
- Changing the Layout of Connected Drawings
- Using Groups and Locked Shapes

### Creating Project Schedules

- Creating Timelines to View Your Projects at a Glance
- Exporting Timelines to Create Gantt Charts
- Tracking Project Details with Gantt Charts

### Creating an Organisation Chart

- Importing Data for an Organisation Chart
- Displaying Custom Properties
- Laying Out an Organisation Chart
- Customising an Organisation Chart
- Saving a Drawing as a Web Page

### Laying Out Office Space

- Creating an Office Layout
- Adding Doors, Windows and Furniture
- Organising Shapes with Layers
- Importing Logos and Other Pictures

### Creating a Network Diagram

- Creating a Network Diagram
- Aligning Shapes
- Defining New Custom Properties
- Creating a Report

### Using Visio with Office XP

- Creating New Visio Drawings within Office XP Files
- Embedding Copies of Existing Visio Drawings in Office XP Files
- Linking Existing Visio Drawings to Office XP Files

### Customising Shapes and Templates

- Drawing Shapes from Scratch
- Grouping and Merging Shapes
- Customising Shapes
- Creating Master Shapes and Stencils
- Creating a New Template