



Microsoft Visio – Introduction

A One Day Course Covers

1. Learning Your Way Around

- Visio Standard Overview
- Starting A New File
- The Interface
- Standard File Types
- Changing View Settings
- Panning Across The Page
- Navigating Pages
- Opening Additional Stencils
- Manipulating Stencils
- Selection Techniques
- Scaling And Resizing Objects

2. Basic Techniques

- Drawing Tools Overview
- Drawing Closed Shapes
- Creating Open Shapes
- Reshaping With The Pencil Tool
- Drawing Compound Lines
- Drawing With Precision
- Using The Size And Position Window
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis Of Connected Drawings
- Rotating Objects

3. Creating a Basic Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Adding Shapes With The Rubber Stamp Tool
- Connecting Shapes
- Using The Connector Tool
- The Connect Shapes Command
- Adjusting Connection Lines
- Connecting Shapes Automatically
- Basic Text Features
- Adding Text To Shapes/Lines
- Adjusting Text Blocks
- Rotating Text Blocks
- Formatting Basics
- Formatting Text/Text Blocks
- Formatting Shapes/Lines
- Adding A Background Shape
- Dynamic Connectors

4. Cross-functional Flowcharting

- Quick Overview
- Setting The Layout
- Understanding Functional Bands
- Setting File Properties
- Page And Printer Setup
- Creating Background Pages
- Adding Fields
- Adding Text To The Layout
- Formatting The Functional Bands
- Creating Custom Colors
- Adding Separators
- Managing Functional Bands
- Adding Connection Points
- Adding Detail Pages
- Linking Diagrams
- Linking To Other Pages
- Creating An Off-Page Reference
- Creating Hyperlinks
- Linking To Multiple Files

5. Creating Organization Charts

- Quick Overview
- Using The Page Layout Wizard
- Importing Graphics
- Creating The Organization Chart
- Adjusting Shape Placement
- Creating Entire Groups
- Overriding The Layout
- Managing Detail
- Creating Synchronized Copies
- Custom Properties
- Organization Chart Wizard
- Using The Sample Spreadsheet
- Updating The Chart With The Wizard
- Printing Your Charts
- Lesson 7: Creating Custom Stencils
- Creating Custom Stencils
- The Stencil Toolbar
- Creating New Shapes
- Adding Shapes To The Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving The Stencil
- Using The Custom Stencil