

Visio 2016 Introduction

Length: 1 Day

Summary: To learn basic features of Microsoft Visio: using stencils, adding and modifying and linking shapes, working with text.

Experience Needed: This course assumes no previous experience of Microsoft Visio. However, candidates should be familiar with Microsoft Office and Windows operation system.

Who should attend: Delegates who need an overview of Microsoft Visio and plan to progress to an Intermediate course.

COURSE CONTENT

1: USING VISIO BASICS

- Starting Visio
- Using Stencils
- Using Toolbars
- Using the Shape Explorer
- Moving Between Pages in a Drawing
- Adding, Reordering, and Deleting Pages
- Saving a Visio File
- Using Print Preview
- Using Page Setup
- Printing a Drawing

2: CREATING A DRAWING

- Starting a Drawing
- Adding Master Shapes to a Drawing
- Selecting Shapes
- Zooming In and Out in the Drawing

3: CONNECTING SHAPES

- Understanding Shapes Components
- Using Connectors
- Connecting Shapes Automatically
- Manipulating Connectors
- Using the Connector Tool
- Using Control Handles
- Adding Connection Points

4: WORKING WITH TEXT

- Adding Text to Shapes
- Creating Text-Only Shapes
- Editing Existing Text
- Modifying a Text Block
- Formatting Text

5: WORKING WITH SHAPES

- Using the Drawing Tools
- Resizing Shapes
- Formatting Shapes
- Moving Shapes
- Copying Shapes

6: MANIPULATING SHAPES

- Rotating Shapes
- Aligning Shapes
- Distributing Shapes
- Creating and Using Guides

7: ALTERING SHAPES

- Changing the Stacking Order of Shapes
- Grouping and Ungrouping Shapes
- Changing Page Shapes Colors Using Themes