Corporate Training Solutions Australia

Visio
Essentials

Overview:

The skills and knowledge acquired in this course are sufficient to create real-world drawings using
shapes, stencil connectors, pages, formatting options, grids, styles,and the printing features of Visio.

Prerequisites:

This course assumes little or no knowledge of the software, however, basic knowledge Windows is beneficial.

Who should attend:

Users keen to create diagrams and drawings such as flowcharts, business diagrams, office floor plans, and organisation charts.

Benefits:

Learn to use Visio for a variety of diagraming tasks:

• Create simple diagrams for stencils
• Work with shapes
• Create custom shapes
• Manage and format shapes
• Create Flowcarts and Organisation Charts

Learning Outcomes:

• Understand and use the Visio interface
• Work with shapes and stencils
• Create custom shapes
• Create flowcharts
• Create organisation charts

Version(s):

2010, 2013, 2016, 2019

1 day

$ 440.00

Course times:

9:00am-4:30pm

Delivery Options

Public Schedule   Live Online

Group Training   In-house

Certificate upon Completion
Non-accredited course

To book this course:

Call: **1300-2-GO-CTS**
Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Content:

Overview

On completion of this course, you should be able to :
- work with the basic features of Visio
- open, create and work with stencils
- work with shapes, containers, text and page tools
- perform basic editing functions
- apply, modify and work with themes
- print and email drawings
- create simple organisational charts, calendars, and Gantt charts

Getting Started

- Starting Visio
- Creating A New Drawing From a Template
- The Visio Screen
- How Microsoft Visio Works
- Using The Ribbon
- Understanding The Backstage View
- Understanding and using the Status Bar
- Saving A New Drawing
- Exiting Safely From Visio

Working with Stencils

- The Shapes Window
- Quick Shapes
- Creating A Custom Stencil
- Opening, Editing and Closing A Stencil

Working with Shapes

- Placing Shapes From A Stencil
- Selecting, Resizing and Moving Shapes
- Duplicating Shapes
- Rotating And Flipping Shapes
- Ordering Shapes
- Merging Shapes To Create New Shapes
- Grouping And Ungrouping Shapes
- Aligning Shapes
- Distributing Shapes
- Using Snap And Glue
- Using The Dynamic Grid

Formatting Shapes

- Filling Shapes
- Formatting Lines
- Applying Shadows
- Using The Format Painter
- Protecting Shapes

Working with Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting And Deleting Shapes
- Adding Text To Connectors
- Changing Connectors
- Working With Connection Points
- Formatting Connectors

Containers

- Adding Containers
- Adding Shapes To A Container
- Formatting Containers
- Deleting Containers

Working with Text

- Adding Text To Shapes
- Formatting Text
- Creating Text Blocks
- Aligning Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

Working with Pages

- Inserting and Naming Pages
- Changing Page Order
- Rotating Pages
- Deleting Pages
- Applying A Background Style
- Adding Headers And Footers
- Inserting A Logo
- Page Size And Orientation

Page Tools

- Understanding Page Tools
- Zooming
- Using The Pan & Zoom Window
- Displaying Grids And Rulers
- Setting and using Guides And Guide Points
- Working With Rulers
- Changing The Scale

Editing Pages

- Copying, Cutting And Pasting Shapes
- Copying A Drawing Page
- Using Find And Replace
- Using Undo And Redo
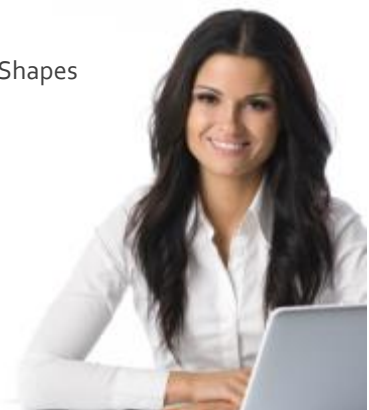
Content:

🚩 Themes

- Understanding Themes
- Applying A Theme
- Creating Custom Theme Colours
- Creating Custom Theme Effects
- Copying A Custom Theme To Another Drawing
- Deleting Custom Themes

🚩 Outputting Drawings

- Using Print Preview
- Print Setup And Page Size Options
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

🚩 Organisation Charts

- Creating A Simple Organisation Chart
- Adding Multiple Shapes
- Converting A Shape
- Changing The Layout and Spacing of Shapes
- Creating A Team
- Changing The Order Of Shapes
- Adding A Title
- Adding Shape Data
- Creating Shape Data Fields
- Creating Master Shape Data Fields