

Visio Introduction

Course Outline

Duration: 1 Day

Visio basics

Visio - an overview

Starting Visio

Creating a new drawing using a template

The Visio Environment

Adding shapes and text to a drawing

To find a shape

Connectors

Opening additional stencils

Using the basic drawing tools

Zooming, previewing and printing

Zooming

Print preview

Printing

Manipulating shapes and lines

Manipulating shapes and lines

Aligning shapes

Distributing shapes

Centring drawings on a page

Using Guides

Formatting - text, lines and shapes

Text Formatting

Rotating

Formatting lines

Customising line formatting (the Line dialog box)

Line jumps

Formatting shapes

Size and Position

Resizing multiple shapes

Pan and Zoom

Rotating shapes

Using Snap and Glue

Creating diagrams

Creating flowcharts
Creating Organisation charts
Creating Cross Functional charts
Creating Marketing Diagrams
Creating Gantt charts
Creating Timelines

Styles

Creating Styles
Applying Styles
Changing Styles
Deleting Styles

Working with pages, page setup and headers and footers

Working with pages
Foreground and background pages
Using Visio backgrounds from a stencil
Working with Page Setup
Working with headers and footers

Integrating with other applications

Copying from Visio to another application
(Word)