



Microsoft Visio Course Outline

Course length: 1 day

Course Description

In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Getting Started

- To begin, participants will learn the basics of Visio: how to open and close it, how to use the interface and the Getting Started window, how to save and open drawings, and how to get help.

Creating a Basic Drawing

- Next, participants will learn how to create a basic drawing, use basic editing commands, format shapes, add and format text, and manage pages.

Doing More with your Drawing

- Now that they have the basics, participants will learn other ways to add shapes and how to add screen tips. Participants will also learn how to group, layer, rotate, flip, connect, snap, align, and distribute shapes. We will also examine how to use layers and how to add comments, images, charts, equations, CAD drawings, hyperlinks, and controls to a drawing.

Working with Visio Files

- This section will focus on how to create and use templates and stencils. Participants will also learn how to e-mail their files and save drawings in a variety of formats, including PDF.

Viewing and Printing your Drawings

- To conclude, participants will explore Visio's printing and viewing tools.