

Microsoft Visio

Duration: 1 Day

private or in-company
bookings only

Through using **Visio**, you can easily create and enhance technical diagrams such as flow charts, network diagrams, maps and floor plans.

This is a hands-on course where the morning session concentrates on learning basic and more advanced Visio skills. The afternoon session is then used to practice creating simple and more complex Visio drawings.

This course is designed to take delegates from learning basic Visio skills to a more in-depth understanding of the concepts behind creating technical drawings using Visio.

Introduction to Visio

- Opening, closing, creating and saving a new Visio drawing
- Adding stencils. moving stencils and closing stencils
- Dragging shapes onto a drawing

Working with Shapes

- Using the drawing tools
- Selecting shapes
- Move, copy and delete shapes
- Interaction style, 2-D and 1-D shapes
- Working with handles, endpoints and vertices
- Formatting shapes
- Aligning and distributing shapes
- Grouping shapes
- Working with smart shapes

Working with Connectors and Glue

- Adding and deleting connectors
- Connecting shapes using connector tool, other 1-D shapes and the connect shapes icon
- Working with dynamic and static glue

Working with text

- Adding text to drawings
- Adding text to shapes
- Formatting text
- Move, copy and delete text
- Rotate text

Printing and Page Properties

- Adding pages
- Working with background pages
- Re-order, delete and rotate pages
- Changing the drawing page size
- Scaling pages
- Printing pages and changing paper size
- Adding headers and footers

Working with Rulers, Grid, Snap and Guides

- Using and changing the drawing grid
- Changing the ruler subdivisions
- Using snap settings
- Using guides and guide points

Working with Layers

- Creating layers
- Assigning a shape to a layer
- Making layers visible
- Colouring shapes in layer

Course Prerequisites:

- Delegates should have reasonable general PC skills