

Visio Training

Through using Visio, you can easily create and enhance technical diagrams such as flow charts, network diagrams, maps and floor plans. This hands-on Microsoft Visio training 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.

Objective

After attending this training course, delegates will be able to:

- Develop from basic skills to a comprehensive understanding of the program.
- Create technical drawings like flow charts, diagrams and maps.
- Edit and enhance existing technical drawings.

Details

Duration: 1 Day

Who is this course for

Delegates with little knowledge of Visio who want to start using it. As this is a private course we can tailor the content for any level and experience.

Course Content

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's
- 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