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What is Visio Training?

Visio Training is a Microsoft training course that enables you to easily create and enhance technical diagrams such as flow charts, network diagrams, maps and floor plans. Visio is efficient as it allows you to save time as you do not have to capture and manufacture systems.

Visio is a powerful tool for any designer or technical artist to create expansive and visually pleasing technical graphics, knowledge of Visio is a must have for a competitive, modern market.

Who is Visio Training intended for?

This training course is suitable for those who are interested in developing their knowledge of Visio. There are no formal requirements so anyone can attend this course. However basic understanding of the following may be useful:

- Familiarity of design and drawing applications
- Can use a keyboard and mouse
- Familiarity with filing and folders
- Windows in general

What are the objectives of Visio Training?

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.

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

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- 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

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