

VISIO COURSES



VISIO ESSENTIALS

Level:

For intermediate levels

Prerequisites:

Being comfortable with Windows and having basic knowledge of Word or Excel.

Audience:

This course is designed for people who would like to learn the essentials of creating diagrams, flowcharts, floor plans etc.

Aim:

of this course is to get users familiar with the interface and create basic Visio diagrams by learning how to work with templates, stencils, shapes, and format and connect shapes. We will create basic diagrams such as flowcharts and workflow diagrams as well creating an organization hierarchy chart.

Overview:

Module 1: Your First Drawing

- Understanding the shape pane
- Adding shapes to a drawing
- Connecting shapes
- Selecting, copying, moving shapes
- Duplicating, rotating, resizing shapes

Module 2: Formatting Shapes

- Applying a shape style
- Changing the fill colour
- Adding effects

Module 3: Arranging Shapes

- Using auto-align
- Using auto-space
- Changing the layout of the page

Module 4: Doing more with Shapes

- Using Paste Special
- Inserting a field
- Adding screen tips
- Adding Hyperlinks

Module 5: Inserting other Objects

- Inserting pictures
- Inserting a table
- Inserting a chart

Module 6: Working with Pages

- Changing the theme of the current page
- Choosing a variant for the current page

- Applying a page background
- Adding borders and titles
- Inserting pages
- Renaming, deleting pages

Module 7: Printing and Sharing a Drawing

- Saving a drawing as PDF
- Saving a drawing as an image
- Printing a drawing
- Emailing a drawing
- Sharing a drawing on OneDrive

Module 8: Process Diagrams

- Creating a process diagram
- Adding shapes to the diagram
- Creating new sub-processes
- Linking sub-processes
- Checking for errors

Module 9: Workflow Diagrams

- Creating a workflow diagram
- Importing SharePoint workflows
- Exporting workflows to SharePoint
- Creating stage outlines

Module 10: Organization Charts Advanced

- Modifying the layout
- Changing positioning and spacing
- Creating a synchronized copy

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day