

Microsoft Visio 1

Aims

This course is for those who are required to create a range of diagrams, organisation charts, flow charts, office layouts and scaled drawings.

Objectives

On completion of this course delegates will be able to:

- ✓ Design and manage basic diagrams, workflows and flowcharts

Course Content

Visio Introduction and Overview

- Explore the Visio Interface
- Drawing Page
- Stencils
- Shapes
- Ribbon and contextual ribbons
- Range of Diagram types
- Task panes for navigation and accurate measurements and position

Visio basics

- Add Shapes to a Drawing
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order
- Aligning shapes
- Manage Shapes
- Shape Data
- Exporting Shape Data
- Apply Page Styles
- Understand difference between Drawing and Page scales
- Work with connectors
- Work with Containers

Create Diagrams

- Create an Office Layout
- Create a Flowchart
- Create and modify an Organisation Chart with shapes
- Create and modify an Organisation Chart from imported Excel data