

Visio

Microsoft Visio enables you to create a variety of different **diagrams** and **drawings** – from **organizational charts** and **flowcharts**, **web site maps** and **network drawing** to **office plans**, **calendars** and **timelines**.

Our **Introduction to Visio** course assumes no prior knowledge of the program and gives users a good basic familiarity with the program interface, showing them how to use the drawing tools to create shapes, how to manipulate shapes and assign them attributes. By the end of the training, users will be confident in using Visio to create basic diagrams and drawings.

First steps	<ul style="list-style-type: none">• Starting Visio• Using stencils• Using toolbars• Using the shape explorer• Closing Visio
Visio basics	<ul style="list-style-type: none">• Opening a file• Moving between pages in a drawing• Adding, reordering, and deleting pages• Saving a visio file• Closing a visio file• Using print preview• Using page setup• Printing a drawing
Drawing	<ul style="list-style-type: none">• Starting a drawing• Adding master shapes to a drawing• Selecting shapes• Zooming in and out in the drawing• Understanding shapes components
Connecting shapes	<ul style="list-style-type: none">• Using connectors• Connecting shapes automatically• Manipulating connectors• Using the connector tool• Using control handles• Adding connection points
Working with text	<ul style="list-style-type: none">• Adding text to shapes• Creating text-only shapes• Editing existing text• Modifying a text block• Formatting text
Working with shapes	<ul style="list-style-type: none">• Using the drawing tools• Resizing shapes• Formatting shapes• Moving shapes• Copying shapes• Manipulating shapes• Rotating shapes• Aligning shapes• Distributing shapes• Creating and using guides
Altering shapes	<ul style="list-style-type: none">• Changing the stacking order of shapes• Grouping and ungrouping shapes• Changing double-click behaviour