Visio Fundamentals

What Can You Expect?

This course is designed for people who desire to gain the necessary skills to visually communicate business data using diagrams. This course will help you to analyse business processes, show hierarchical structures within an organisation, create a directional map, visualise an office space, and much more

2 Day Course Content

An Overview of Visio
- Start Visio and understand the Screen Layout
- Use Visio Diagram Gallery
- Explore Diagram Categories and Types
- Prepare the Visio Workspace
- Use Visio's Help Options
- Exit Visio for Windows

Create Visio Diagrams
- Blank Visio Document
- Basic Flowchart
- Block Diagram
- Workflow Diagram
- Cross-Functional Flowchart
- Organisational Chart
- Office Layout
- Directional Map

Working with Documents
- Open and Close an existing Document
- Share a Visio Document
- Zoom In and Out of Documents

Managing Shapes
- Identify Shape Handles
- Connect Shapes
- Layout Shapes
- Number Shapes
- Group and Ungroup Shapes
- Resize Shapes
- Copy and Move Shapes
- Adjust Shape Coordinates
- Adjust Shape Formatting
- Construct and Merge Shapes

Work with Pages
- Adjust Scale and Measurement Settings
- Work with Rulers
- Work with Drawing Grid
- Understand and Use Snapping Use
- Guides and Guide Points Add and Edit Pages
- Print Preview and Print Diagrams

Enhancing Diagrams
- Manipulate Backgrounds for Common Page Elements
- Manipulate Connection Points
- Create Tables & Lists
- Add a Title Block to a Diagram
- Add Text to Headers and Footers

Customising Visio
- Customise Quick Access Toolbar
- Customise Ribbon

Custom Shapes
- Using Custom Shapes
- Using Custom Shapes in Drawing

Stencil Techniques
- Custom Stencil
- Customising Stencil Masters

Styles and Layers
- Working with Styles
- Formatting and Linking Shapes
- Layers

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will have the skills to make use of Visio's powerful tools to create business diagrams to visualise and understand import information.

Visio Advanced

What Can You Expect?

This course is designed to help you achieve expertise in using the various Advanced features of the application such as website mapping, integrating Visio with other MS Office programs, building technical layouts, performing special drawing operations and more.

Prerequisites:

Visio Introduction or equivalent experience.

2 Day Course Content

Creating technical layouts
- Understanding Layers
- Creating, Removing and Renaming Layers
- Setting Layer Properties
- Controlling Shape Placement
- Setting a Drawing Scale
- Working with Building Plan Layouts
- Drawing with Precision
- Using Perspective
- Working with Area Measurements

Custom shapes and stencils
- Special drawing operations
- Shape behaviours
- Custom stencils

Integrating Visio with other programs
- Integration with Microsoft Word
- Integration with PowerPoint
- Integration with Microsoft Outlook
- Working with Web-enabling features

Custom themes and templates
- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes
- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil

Business diagrams and Web site mapping
- Adding Shape Data
- Creating Custom Properties
- Generating Property Reports
- Importing and Exporting Data
- Working with Data Sources
- The Database Wizard
- Flowcharts
- Organisation charts
- Project management diagrams
- Web site maps

Software and database diagrams
- Documenting software systems
- Database model diagrams

Exploring Advanced Diagrams
- Create work flow diagrams
- Create Fishbone (Cause and Effect) diagrams
- Use Calendars, Gantt and PERT charts
- Create easy-to-read maps and route directions

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