

Visio 2016 Intro/Inter Course Objectives:

After the course, you will be able to:

- Get around Visio
- Drawing Basic shapes
- Other mouse tools
- Creating Flow Diagrams
- Understand Master Shapes
- Add items to background pages (i.e. Logo)
- Create and use layers
- Create sub processes
- Add custom Shapes

Audience:

This course is designed for Visio users who need to start creating Organisational Charts, Floor Plans, Flow Diagrams, etc...

Course prerequisite:

No prior knowledge of Visio is required

Course Duration:

This is a 1 day Visio 2016 Introduction course.

The course starts at 09:30 and runs until 16:30

Alternate timing available upon request

Course Locations / Schedule:

This Visio 2016 Introduction course can be run on site, at our training centre or any preferred location in the UK.

The course can be held on a date that suits you.

▼ Detailed Course Outline

Getting Around Visio

Visio Professional Overview

The User Interface

The ribbons and toolbars

File tab

Starting a New blank File

New file from template

Standard File Types

Zoom Settings

The shapes pane

Other panes

Opening a Stencil

The right click menu

Drawing Basic shapes

Using the Drawing Tools

Creating Flow Diagrams

Tips for Flowcharting

Using the Auto connect feature

Turning auto connect on/off

Adding a stencil

Understand Master Shapes

Placing Shapes

Connecting Shapes

Line Jumps

Create a Universal Connector

Text Features

Add Text To Shapes

Adjust Text Blocks

Enhance Drawing Elements

Format Text

Format Text Blocks

Format Shape Fills

Use grid and Guides

Set grid and Guide sizes

Customise Shapes

Adding Shape information

Generate Property Data Reports

Link Pages

Link to Other Files

Create and use layers

Add screen tips to a shape

Add a border and title

Use the re-layout tool

Create and use data graphics

Create sub processes

Other document options

Create floor plans

Drawing precise shapes (size and position Pane)	Format Lines and outlines	Create electrical diagrams
Selection Techniques	Use themes	Create organisation charts
Adding shapes from stencils	Use format effects	Create schedules
Scale and Resize Objects	Create a Workspace File	Custom Features
Duplicate Objects	Replace a Shape	Creating Custom stencils
Align Objects	Network Diagrams	Creating a Custom Master Shape
Distribute Objects	Start a New File	Add custom Shapes
Group Shapes	Creating Background Pages	Create a Style
Rotate Objects	Format background pages	Create a Single Element Style
Connected Drawings	Add items to background pages (i.e. Logo)	Set Page options
Create containers		Set scaling
Other mouse tools	Applying Background Pages	Set Printing options
Pointer tool	Insert and work with Fields	Use reports
Connector tool	Import Graphics	Spellchecking
Connection point tool	Setting Snap and Glue Options	Reviewing and commenting
Text tool	Use Typology Shapes	Create a Template
Rotate tool	Print Your Diagrams	