

## Microsoft Visio Introduction

Course duration:	1 Day
Course timings:	9:30 - 4:30
Prerequisites:	Students should have a basic knowledge of computers and experience in navigating around Microsoft Windows. No previous knowledge of Visio is required.
Training formats:	Scheduled · private · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Introduction to Visio

The work area • Toolbars • Overview of templates, stencils and objects • Changing view settings • Navigating Pages

### Basic Techniques

Creating new drawings • Handles, endpoints and vertices • Drawing closed/open shapes • The freeform tool • Drawing compound lines • Selection techniques • Scaling and resizing objects • Moving and deleting objects • Duplicating objects quickly • Aligning & distributing objects • Rotating objects • Grouping objects • Smart shapes • The Stamp Tool • Adding text to shapes • Creating layers

### Formatting Techniques

Using the formatting toolbar • Corner rounding • Fill patterns • The line dialog box • Adding shadows • Format Painter • Dynamic Connectors

### Formatting Text

Format text toolbar • text styles • text dialog box • formatting text blocks • paragraph formatting • bullets

### Connecting Shapes

The connector tool • connect shapes command • using connector shapes • automatic connection • adjusting connection lines • dynamic v static connection • snap and glue dialog box • the connection point tool • adding guides

### Common Diagrams

Creating flowcharts • creating organisation charts • creating office diagrams

### Managing Pages

Inserting, naming, re-ordering & delegates pages • page and printer setup • creating background pages • importing graphics • using borders and titles • headers and footers • printing