

Visio Essentials

Course Duration : 1 day

Course Overview

Visio provides a dedicated, familiar, Microsoft drawing environment, complete with a broad range of templates, shapes, and sophisticated tools designed to make creating a wide variety of business and technical diagrams easy, giving business and technical users the power to visualise and communicate ideas, information, and systems.

Delegates will learn basic concepts for creating flowcharts, cross-functional flowcharts, and organisation charts. This includes learning the basics for using and creating shapes, printing drawings, creating custom stencils, and many time-saving shortcuts and techniques designed to increase user productivity.

Prerequisites

- Previous use of a keyboard and mouse is assumed for this course. Delegates should have working knowledge of using a Windows based PC or completed the Introduction to Windows course. Delegates should be able to arrange, size and switch between Windows.

Objectives

Delegates will be able to :

- Create a basic Visio drawing that contains stencil shapes and text
- Create a cross functional flowchart that displays a work based procedure
- Create an organisation chart to display your own department
- Create your own stencil

Course Content

Getting around Visio

Visio Standard vs Professional overview
Starting a new diagram
Understanding the Ribbon
Modify the Ribbon
Using the Quick Access Toolbar
Changing view settings
Panning across the page
Navigating pages
Understanding Shapes, Stencils and Masters

Using Basic Shapes

Selecting shapes
Grouping shapes
Inserting pictures
Managing pages and page setup
Copying, pasting, and duplicating shapes
Positioning shapes with rulers and guides
Resizing and repositioning shapes
Using AutoConnect and Quick Shapes
Replacing shapes

Using Connectors

Using the connector tool
Adjusting connection lines
Adjusting the connection points
Connecting shapes automatically

Adding text to shapes

Creating and formatting text boxes
Orienting shapes on the page
Orienting shape text
Using the Text Block tool to position text
Adding ScreenTips and comments
Inserting fields

Adding colour and design to diagrams

Aligning and spacing shapes
Using the Auto Align & Space feature
Applying themes, variants, and Quick Styles to your diagrams
Setting theme options
Applying fill colours and patterns
Applying line styles and colours
Adding Background Pages and Borders
Using the Format Painter

Creating Custom Stencils and Shapes

Creating custom stencils
Creating new shapes
Set new shape connection points
Adding shapes to the stencil
Adding imported shapes
Saving the stencil
Using the custom stencil



Creating Flowcharts and Cross-functional Flowcharting

- Quick overview
- Flowcharting Tips
- Setting the layout
- Understanding functional bands
- Creating background pages
- Adding text to the layout
- Formatting the functional bands
- Adding separators
- Managing functional bands
- Linking diagrams
- Linking to other pages
- Creating hyperlinks
- Linking to multiple files

Creating Organisation Charts

- Understanding organisation charts
- Building organisation charts by hand
- Using the Organisation Chart Wizard with existing data
- Altering org chart layout and appearance
- Adding photos and changing styles in org charts

Creating Room Plans

- Simple Room or Office Plans
- Understanding Room Plan Shapes
- Using Dimensioning Tools
- Working to Scale

Using layers

- Introducing layers
- Creating layers
- Adding shapes to layers
- Naming, deleting & modifying layers
- Using the Select Special command
- Setting the layer colour and making it active
- Securing a layer

Additional Modules Available for Private Customised Courses or Time Permitting

Using Shape Data

- Understanding shape data
- Viewing shape data
- Editing shape data
- Viewing shape data attributes
- Changing shape data attributes
- Defining new shape data fields
- Creating shape data reports

Using and Recording Simple Macros

- Advantages of using Macros
- Recording Simple Macros
- Attaching Macros to buttons

Creating Network Diagrams

- Creating Basic Network Diagrams
- Organising network diagram shapes
- Connecting detailed networking shapes

Using Data Graphics (Professional Version only)

- Creating Data Graphics
- Linking data graphics to existing underlying data
- Updating and refreshing data graphics

Detailed Network Diagrams and Server Rack Diagrams (Professional Version Only)

- Creating Detailed and Complex networking diagrams
- Adding bespoke networking shapes to network diagrams
- Creating equipment legends / keys
- Create rack diagrams
- Generate rack diagram equipment reports

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises