training | consulting | courseware
COURSE OUTLINE

Microsoft Visio - Fundamentals

Course Aim

This comprehensive course introduces users to the leading diagram and business graphics tool, Microsoft Visio.

By the end of the course participants will have a good overview of the available tools Microsoft Visio in order to create documents like Flowcharts, Cross-functional flowcharts and Organisational charts.

Participants will learn about the drawing tools in Visio and how to create custom shapes and add them to custom Stencils.

Course Prerequisites

No prior software knowledge is required, however, users should be familiar with using a keyboard and mouse.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Visio Environment
- New Files
- Visio Tools
- Navigation and Zoom
- Working with Panels
- Working with Stencils

Basic Drawing techniques
- Drawing closed shapes
- Drawing custom shapes
- Using line tools
- Arrows & Connectors
- Layers

Custom Stencils
- Adding shapes to custom stencils
- Managing custom stencils
- Modifying Masters

Create a Basic Flow Diagram
- Place shapes
- Connect shapes
- Connection Tips & Tricks

Text
- Entering text
- Editing text
- Manipulating Text Boxes
- Formatting Text

Formatting Shapes
- Fill colour and patterns
- Shadows
- Borders & Corner effects

Cross-Functional Flowcharts
- Using Functional Bands
- Placing shapes
- Connecting diagrams across pages

Background Pages
- Designing Background Pages
- Using Fields
- Applying Background Pages

Adding Hyperlinks
- Links between documents
- Links between pages
- Links to web pages and email addresses

Organisational Charts
- Placing Org-chart shapes
- Managing subordinates
- Photos
- Shape Flow
- Creating Synchronised copies
- Org Chart from Excel data

Printing Diagrams
- Page Setup
- Fitting diagrams to pages