

Microsoft Visio Foundation Course Outline

Duration: One Day

Pre-requisites: Keyboard experience and ideally have a good working knowledge of Windows.

Objectives: In this course, attendees will learn fundamental skills while creating several types of diagrams using Visio Standard. Attendees will create a block diagram, a basic and a cross-functional flowchart, an organization chart and a multi page diagram.

Overview of Visio

- Visio Templates and Documents
- Elements of the Visio Window
- Visio Navigation
- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

Basic Skills: Creating a Basic Diagram

- Using Stencils
- Dragging Shapes from Stencils
- Managing Stencils and Finding Shapes
- Saving Files
- Drawing Properties
- Manipulating Shapes
- Resizing and Rotating Shapes
- Adding Text
- Adding Text to Shapes
- Rotating Text Separately
- Formatting Shape Text
- Adding Stand-Alone Text
- Text and Fill Colors
- Creating Custom Colors
- Adding Patterns
- Adding Drop Shadows

Creating a Multi Page Diagram

- Copying Shapes
- Repeat Duplication
- Foreground and Background Pages
- Applying a Background Page to a Foreground Page
- Page Styles
- Managing Shapes
- Formatting Lines
- Changing Line Styles
- Resizing and Relocating with Precision
- Hiding Connection Points and the Grid
- Using Borders and Titles

Flowcharts

- Connecting Shapes
- Connecting On Drop
- Cloning Shapes
- Point-to-Point Connections
- Shape-to-Shape Connections

- Routing Connectors
- Line-Curve Connectors
- Using Extra Connectors
- Applying Colour Schemes
- Grouping
- Stacking Order
- Aligning and Distributing Shapes

Organization Charts

- Creating an Organization Chart
- Adding Subordinate Shapes
- Adding Multiple Shapes
- Arranging Subordinates
- Editing Custom Properties
- Adding a Custom Property
- Organization Chart Data Wizard
- Creating an Organization Chart from Data
- Navigating a Multi-Page Organization Chart
- Hiding Subordinates
- Breaking Down an Organization Chart
- Navigating Linked Pages
- Changing Styles
- Changing Spacing
- Organization Chart Data Wizard
- Creating a Cross-Functional Flowchart
- Cross-Functional Flowchart Setup
- Filling Out a Cross-Functional Flowchart

If time permits:

Floor Plan

- Creating an Office Layout
- Adding Space
- Adding Walls
- Drawing Scale
- Drawing to Scale
- Adding Doors and Windows
- Resetting the Ruler Zero Point
- Drawing Scale
- Design Your Office