



Microsoft Visio Introduction/Intermediate

Two-Day Course

Windows

Course Overview:

Visio allows you to create business and technical diagrams to document and organize complex ideas, processes, and systems. You will learn to create diagrams easily by dragging predefined "SmartShapes" symbols. This course focuses on creating business drawings including Organizational Charts, Flow Charts, Brainstorming and Calendar diagrams, using the Visio Templates and Stencils. You'll also learn and how to develop your own templates and stencil shapes.

Course Content:

- The Visio window and tool bars
- Page setup dialog box and tabs
- Using the Visio template to create a new Organization (Org) Chart
- Creating synchronized copies in Org chart drawings
- Importing / exporting Org chart data with Microsoft Excel
- Creating sub pages of Org charts for large organizations
- Creating Custom Property Sets (custom fields for Visio shapes)
- Adding layers, assigning a shape to a layer, printing and deleting a layer
- Creating Flowcharts drawings, basic flowcharts and cross-functional flowcharts
- Dynamic versus Static Glue
- Numbering Flowchart shapes automatically and manually
- Creating Brainstorming diagrams using the drawing page and the Outline window
- Creating sub-pages for Brainstorming diagrams
- Creating activity calendars
- Properties, behaviour, protection of a shape
- Using stencil shapes not included in a drawing template
- Creating your own master shapes, stencils and templates
- Arranging, moving, aligning and sizing shapes
- Printing drawings