



Microsoft Visio 1

Course Description

This course is designed for persons who are new to Visio and who will be using Visio to create basic workflows and perform end-to-end flowcharting.

Learning Objectives

Get Started with Visio

- Perform Basic Tasks in the Visio Environment
 - Vector Images vs. Bitmap Images
 - The Visio Drawing Interface
 - Visio Ribbon Tabs
 - Key Drawing Components
 - Templates
 - Units of Measure
 - Stencils
 - Shapes
 - Connectors
 - Quick Shapes Stencil
 - The Tools Group
 - Reasons for Customizing the Interface
 - Zoom and Pan
 - The Tell Me Feature
- Use Backstage Commands
 - The Backstage View
 - Components of the Backstage View
 - The New Tab
- Save a File
 - Legacy Files
 - Compatibility Mode
 - File Saving Formats
 - Compatibility Checker
 - Other File Saving Type Options
 - File Saving Locations

Work with Workflow Diagram Tools

- Use Drawing Components
 - Template Selection
 - Starter Diagrams
 - Stencil and Shape Management
 - Favorite Stencils
 - Types of Connectors
 - Connection Points
 - Types of Connection Points
 - Point vs. Dynamic Connections
 - Connector's Path
 - Dynamic Grid
 - Need for Including Text in Shapes and Connectors
 - The Text Dialog Box
 - Drawing Shortcuts
- Modify a Drawing
 - Size and Position Window
 - Shapes and Connectors Selection Methods
 - Alignment Options
- Insert Callouts and Groups
 - Callouts
 - Groups

Build Organization Charts

- Create an Organization Chart Manually
 - Organization Chart Elements
 - Default Layout and Style
 - The Multiple Shapes Master
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
 - The Organization Chart Wizard
 - Department Organization Chart Starter Diagram
 - Hierarchical Organization Chart Starter Diagram
- Modify an Organization Chart
 - Formatting Tools
 - Report Connections

Design a Floor Plan

- Make a Basic Floor Plan
 - Drawing Scale
 - Zero Point
 - Need for Creating Custom Rooms Shapes
- Model a Room Layout
 - Visio as Modeling Tool

Design a Network Diagram

- Create network Diagrams
 - Network Diagrams
 - The Intelligent Legend
 - Additional Network Shapes
 - Page Setup Dialog Box
 - Page Break
- Use Shape Data
- Use Layers
 - Layers

Build a Cross-Functional Flowchart

- Create a Cross-Functional Flowchart
 - Cross-Functional Flow Charts
 - Cross-Functional Flow Chart Elements
 - The Cross-Functional Flowchart Tab
- Format a Cross-Functional Flowchart
 - Cross-Functional Flowchart Formatting
 - Styles

Style a Diagram

- Modify Shape and Connector Styles
 - Visio Design Tools
 - Connector Path Styles
- Apply Themes and Variants
 - Design Themes and Variants
- Use Containers
 - Containers
 - Lists
 - Container Customization
 - Lock and Disband a Container