

Microsoft Visio



Course Overview

Visio is the ideal tool for creating scale floor plans, organisations charts, network diagrams, complex flow charts, in fact any diagram.

In this our introductory/intermediate course we will cover the fundamentals of working with Visio and the built-in stencils, look at how to create and connect diagrams, add objects, and format shapes, pictures, text, and more. We will then focus on creating some of the more commonly used diagram* types.

*These can be customised to suit your organisation's needs, please discuss when booking.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

Course Objectives

- Navigate the Visio workspace and understand how to create and share a Visio document
- Work confidently with Visio components like shapes, connectors and stencils
- Create a range of diagrams to represent business processes and structures

Course Outline

Getting To Know Visio

Creating A new drawing
The visio interface
Saving A new drawing

Working With Stencils

Within the shapes window
Quick shapes
Creating A custom stencil
Opening & closing a stencil
Editing A stencil

Working With Shapes

Placing shapes from A stencil
Changing and ordering shapes
Create new shapes
Grouping and ungrouping shapes
Aligning & distributing shapes
Formatting shapes
Protecting shapes

Working With Connectors

Connecting shapes
Automatically adding connected shapes
Connecting existing shapes
Inserting and deleting shapes
Adding text to connectors
Changing connectors

Containers

Adding containers
Adding shapes to A container
Formatting containers
Deleting containers

Working With Text

Adding text to shapes
Adding text to the page
Aligning and moving text
Creating bulleted lists

Themes

Understanding themes
Applying a themes

Working With Pages

Inserting, deleting and naming pages
Duplicating pages and changing page order
Adding headers and footers
Page size and orientation
Working with gridlines and rulers

Outputting Drawings

Using print preview
Fitting A drawing to printer pages
Printing A drawing
Emailing drawings

Organisation Charts

Creating an organisation chart from scratch
Adding multiple shapes
Inserting pictures
Formatting an organisation chart adding shape data
Creating an org chart from employee data

Work With Floorplans

Creating a floorplan diagram
Set the drawing scale
Create a floorplan shell
Add structural elements
Add dimensions
Add furniture

Create Brainstorming Diagrams

Creating a brainstorm diagram
Add subtopics
Edit topic text and placement
Change style and layout send data to other office apps

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Priority Management Australia

1300 187 203

admin@prioritymanagement.com.au

www.prioritymanagement.com.au