



Course Outline

Microsoft Office Visio Fundamentals - 2 days

Contents

Getting To Know Microsoft Visio

Starting Visio
Creating A New Drawing From A Template
The Visio Screen
How Microsoft Visio 2010 Works
Using The Ribbon
Using Ribbon KeyTips
Minimising The Ribbon
Understanding The Backstage View
Accessing The Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding The Quick Access Toolbar
Adding Commands To The QAT
Understanding The Status Bar
Customising The Status Bar
Saving A New Drawing
Exiting Safely From Visio

Working With Stencils

The Shapes Window
Quick Shapes
Creating A Custom Stencil
Opening A Stencil
Editing A Stencil
Closing A Stencil

Working With Shapes

Placing Shapes From A Stencil
Selecting Shapes
Resizing Shapes
Moving Shapes
Duplicating Shapes
Rotating And Flipping Shapes
Ordering Shapes
Merging Shapes To Create New Shapes
Grouping And Ungrouping Shapes
Aligning Shapes
Distributing Shapes
Using Snap And Glue
Using The Dynamic Grid

Formatting Shapes

Filling Shapes
Formatting Lines
Applying Shadows
Using The Format Painter
Protecting Shapes

Working With Connectors

Connecting Shapes
Automatically Adding Connected Shapes
Connecting Existing Shapes
Inserting And Deleting Shapes
Adding Text To Connectors
Changing Connectors
Working With Connection Points
Formatting Connectors

Containers

Adding Containers
Adding Shapes To A Container
Formatting Containers
Deleting Containers

Working With Text

Adding Text To Shapes
Formatting Text
Creating Text Blocks
Aligning Text
Creating Bulleted Lists
Creating Tables
Spell Checking Text

Working With Pages

Inserting Pages
Naming Pages
Changing Page Order
Rotating Pages
Deleting Pages
Applying A Background Style
Adding Headers And Footers
Inserting A Logo
Assigning A Background Page To Other Pages
Page Size And Orientation



Page Tools

Understanding Page Tools

Zooming

Using The Pan & Zoom Window

Displaying Grids And Rulers

Changing Grids And Rulers

Setting Guides And Guide Points

Using Guides And Guide Points

Working With Rulers

Changing The Scale

Editing Pages

Copying, Cutting And Pasting Shapes

Copying A Drawing Page

Using Find And Replace

Using Undo And Redo

Themes

Understanding Themes

Applying A Theme

Creating Custom Theme Colours

Creating Custom Theme Effects

Copying A Custom Theme To Another Drawing

Deleting Custom Themes

Outputting Drawings

Using Print Preview

Print Setup And Page Size Options

Fitting A Drawing To Printer Pages

Printing A Drawing

Emailing Drawings

Organisation Charts

Creating A Simple Organisation Chart

Adding Multiple Shapes

Converting A Shape

Changing The Layout Of Shapes

Changing The Spacing Of Shapes

Creating A Team

Changing The Order Of Shapes

Adding A Title

Adding Shape Data

Creating Shape Data Fields

Creating Master Shape Data Fields

Organisation Chart Data

Exporting Data

Creating Charts From Spreadsheets

Comparing Versions

Creating Synchronised Copies

Synchronising Relationships

Calendars

Creating A Calendar

Adding Text To A Calendar

Adding Art To A Calendar

Adding A Multi-day Event To A Calendar

Adding A Thumbnail Month

Changing The Calendar Theme

Gantt Charts

Understanding Gantt Charts

Gantt Chart Options

Creating A Gantt Chart

Completing Task Details

Creating Subtasks

Linking And Unlinking Tasks

Adding And Deleting Tasks

Adding And Hiding Columns

Formatting Task Bars

Navigating A Gantt Chart

Exporting From A Gantt Chart

Importing Data Into A Gantt Chart

Printing Gantt Charts

Cross Functional Flowcharts

Understanding Cross Functional Flowcharts

Creating A Cross Functional Flowchart

Adding Swimlanes

Adding Swimlane Labels

Adding Phases

Adding Shapes

Adjusting Swimlanes And Phases

Formatting Cross Functional Charts

Concluding Remarks