

Microsoft ®

Visio

Basic Level

Course Outline

*1 Day Course***USING MICROSOFT VISIO**

- What is Visio?
- Getting to know Visio Environment
- The Visio Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars

WORKING WITH DRAWINGS

- Exploring Visio
- Using the drawing task pane
- Creating or opening a drawing
- Managing Drawings

**OVERVIEW OF THE VISIO
DRAWING PROCESS****A GLANCE AT VISIO DIAGRAMS
FOR BUSINESS**

- Flowcharts
- Cross-functional flowcharts
- Organization Charts
- Block Diagrams
- Marketing Charts & Diagrams
- Directional Maps
- Calendars
- Timelines
- Brainstorming Diagrams
- Web Diagrams
- Logical Network Diagrams
- Physical Network Diagrams
- Floor Plans
- Site Plans
- Process Engineering Diagrams
- Mechanical Engineering Diagrams
- Electrical Engineering Diagrams
- Software Diagrams
- Database Model Diagrams

CHOOSING A DRAWING TYPE

- Working with Templates
- Working with Block Diagram Templates
- Working with Building Plan Templates
- Working with Flowchart Templates
- Working with Map Templates
- Working with Network Templates
- Working with Organization Chart Templates
- Working with Project Schedule Templates

BUILDING A DRAWING

- Working with Stencils
- Working with Shapes
- Working with Connectors
- Adding Backgrounds, Borders, and titles
- Using Snap and Glue
- Using Layers
- Inserting Pictures

SETTING UP AND EDITING PAGES

- Managing Pages
- Using Page View Tools
- Editing Pages

SHARING DRAWING

- Sending Drawings
- Using Print Preview
- Using Print Setup
- Printing the Drawing

CUSTOMISING VISIO

- Configuring Visio Options
- Configuring AutoCorrect Options
- Customising Toolbars

