

Course Overview

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows and flowcharts. You will learn the essentials of templates, stencils and master shapes. You will learn how to add and manipulate shapes in a drawing and search for unusual shapes. You will learn how to use time-saving viewing tools and troubleshooting techniques. You will learn how to use text tools to add and move text within or near shapes. You will learn how to align, group and distribute shapes plus affect the stacking order. You will also learn how to format text, line and fill patterns for shapes. You will learn how to create three different styles of flowchart drawings. Using flowcharts you will learn several methods of connections and automated methods for text, fill and line formats. You'll learn how to insert pages, use background pages and titles in your drawing. Finally you will learn how to use automated Visio tools to create and modify an organization chart quickly.

Courses in the Microsoft Visio Series

Visio Level 1
- 1 day -

Visio Level 2
- 1 day -

Course Preparation

Prerequisite: *Microsoft Windows – Level 1* or equivalent experience. Experience with Microsoft PowerPoint, Word or Excel is helpful but not required.

Course Topics

Getting Started with Visio 2007 or 2003

- Getting Started with the Right Template
- Exploring the Visio Interface
- Visio Help and Online Tools

Creating a Basic Drawing

- Identifying Stencils and Master Shapes
- Adding Shapes to a Drawing
- Rotating, Moving, Connecting, Resizing Shapes
- Duplicating versus Copying Shapes
- Using Time-Saving Tools to Zoom or Resize
- Adding New Stencils
- Searching for Unusual Shapes
- Switching to Text Tools
- Adding Free Form Text
- Moving Text Blocks
- Switching Back to Movement Tools
- Changing the Stacking Order of Layered Shapes

Enhancing a Basic Diagram

- Managing Layered Shapes
- Automatically Numbering Shapes
- Distributing Shapes Evenly
- Aligning Shapes to a Leader
- Grouping Shapes Together
- Editing Grouped Shapes
- Ungrouping Shapes
- Formatting Shape Text, Fill and Lines

Creating Process Diagrams

- Creating a Basic Flowchart
- Identifying and Using Connector Tools
- Different Types of Connections
- Themes or Color Schemes for Colors, Lines and Fills
- Inserting Pages
- Using Background Pages
- Adding Borders and Titles
- Creating a Cross-Functional Flowchart
- Setting up and Resizing Bands
- Creating a Workflow Diagram
- Adding Text or Connectors to Workflow Shapes
- Copying the Entire Visio Drawing

Creating an Organization Chart

- Using the Organization Chart Template
- Adding Top Levels
- Connecting Managers and Subordinate Shapes
- Formatting with the Organization Chart Toolbar
- Locating and Editing Shape Data Fields
- Changing the Size and Field Content
- Hiding Subordinate Shapes
- Automatic Layout Tools