

Visio Introduction

1 Day (9am to 4pm)

Course Description

This course teaches you the core skills for using Visio, particularly the concepts of stencils. Once these are learned you will move on to creating four of the most common types of diagrams: maps, flow charts, organization charts, and floor plans. Finally you'll add the grace notes needed before printing, such as logos and clip art.

Course Prerequisite: Knowledge of basic Windows use and ability to use keyboard and mouse.

Topics Covered

An Overview of Visio

Templates and Documents
Elements of the Visio Window
Scrolling and Zooming
Using the Pan & Zoom Window
Anchor and Autohide

Basic Skills: Creating a Directional Map

Using Stencils and Finding Shapes
Saving Files
Drawing Properties
Manipulating Shapes
Resizing Shapes
Rotating Shapes
Copying Shapes
Using the Stamp Tool (2003/2007)
Connecting Roads
Adding Text, Stand-alone and to Shapes
Rotating Text Separately
Editing Text
Formatting Shape Text
Changing the Stacking Order

Adding Pictures

Add Clip Art
Add Other Pictures

Basic Diagram Skills

Show/Hide Elements
Repeat Duplication
Numbering Shapes
Grouping
Aligning & Distributing Shapes
Distributing Shapes
Applying Styles
Changing Line Styles
Text and Fill Colors
Adding Patterns & Drop Shadows

Flowcharts

Connecting Shapes
Cloning Shapes
Point-to-Point Connections
Routing Connectors
Line-Curve Connectors
Using Extra Connectors

Page Styles

Using Borders and Titles
Renaming Shapes
Adding and Editing Backgrounds
Applying Color Schemes

Cross-Functional Flowcharts

Organization Charts

Adding & Arranging Subordinate Shapes
Adding Multiple Shapes
Editing Custom Properties
Adding a Custom Property
Organization Chart Data Wizard
Creating an Organization Chart from Data
Navigating a Multi-Page Organization Chart
Hiding Subordinates
Breaking Down an Organization Chart
Navigating Linked Pages
Changing Styles
Changing Spacing

Floor Plan

Creating an Office Layout
Adding Space
Adding Walls
Drawing to Scale
Adding Doors and Windows
Resetting the Ruler Zero Point
Drawing Scale
Design Your Office

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Visio Intermediate

1 Day (9am to 4pm)

Course Description

Our Visio Intermediate course looks at three main topics. As a user who's moving beyond basic diagrams, you'll learn how to customize Visio for your own personal work. Then you'll be taught how to customize documents themselves with templates and layers so that when you're creating the same kind of diagram repeatedly you can do so more quickly. Finally, you'll learn how to share and otherwise distribute your diagrams for others to use, whether you just want to export them to Word or PowerPoint, or if you want to put them on the web for access over the Internet.

Course Prerequisite: Understanding of Visio Introduction topics.

Topics Covered

Customizing Visio

Working with Toolbars
Opening Toolbars
Dragging and Dropping Toolbars
Adding Commands to Toolbars
Working with Windows
Working with Stencil Windows
Merging Visio Windows

Using the Drawing Tools

Drawing Basics
Drawing Closed Shapes
Drawing Lines and Arcs
Drawing Segmented Lines
Reshaping Lines
Advanced Drawing Techniques
Drawing with Precision
Using Operation Commands

Custom Shapes

Using Custom Shapes
Creating a Custom Shape
Using Custom Shapes in a Drawing
Enhancing a Drawing with Custom Shapes
Using the Maximum Graphx Logo Shape in a Drawing
Using Custom Shapes to Enhance Existing Shapes

Templates, Styles, and Layers

Working with Templates
Creating a New Template
Using a Custom Template
Formatting and Linking Shapes
Defining New Styles
Applying and Editing Styles
Adding Links to Shapes
Layers
Viewing Layer Properties
Manipulating Layers

Advanced Stencil Techniques

Custom Stencils
Creating a New Stencil
Adding Custom Shapes to a Stencil
Customizing Stencil Masters
Editing Master Properties
Formatting a Master in a Stencil
Adding and Directing Connection Points
Applying Behaviours to a Custom Shape
Using the Maximum Graphx Master
The Document Stencil
Retrieving Shapes from the Document Stencil

Sharing Your Work

Object Linking and Embedding
Placing a Visio Drawing in MS Word
Updating the Calendar
Working with External Data
Preparing Shapes in the Document Stencil
Using the Database Wizard
Distributing Information in a Linked Network Diagram
Creating HTML Documents
Preparing a Drawing for the Web
Saving the Timeline as a Web Page
Printing Techniques
Using the Print Preview Feature
Working with Page Breaks

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Computer Training Courses / SoftSkills Seminars / Access Database Development
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