



Introduction, 1 Day

Course Description

Visio is an easy-to-use graphics application especially suited for creating business graphics. Visio is best know for creating flowcharts, organization charts, calendars, office layouts, block diagrams, sales and marketing visuals and a variety of other business diagrams

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Visio is necessary.

Topics Covered

An Overview of Visio

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

Basic Skills: Creating a Directional Map

- Using Stencils
- Dragging Shapes from Stencils
- Managing Stencils and Finding Shapes
- Saving Files
- Drawing Properties
- Viewing Drawing Properties
- Manipulating Shapes
- Resizing Shapes
- Resizing and Relocating with Precision
- Rotating Shapes
- Copying Shapes
- Connecting Roads
- Using Connector Roads
- Changing Road Thickness
- Adding Text
- Adding Text to Shapes
- Rotating Text Separately
- Editing Text
- Formatting Shape Text
- Adding Stand-Alone Text
- Stacking Order
- Changing the Stacking Order
- Stacking Order
- Completing the Directional Map

Basic Diagram Skills

- Enhancing Productivity
- Hiding Connection Points and the Grid
- Repeat Duplication
- Manual Numbering with the Number Shapes Macro
- Automatically Numbering New Shapes
- Managing Shapes
- Grouping
- Aligning Shapes
- Distributing Shapes
- Applying Styles
- Changing Line Styles
- Text and Fill Colors
- Creating Custom Colors
- Adding Patterns
- Adding Drop Shadows
- Applying Styles
- Completing the Block Diagram

Flowcharts

- Connecting Shapes
- Connecting On Drop
- 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
- Cross-Functional Flowchart Setup

- Cross-Functional Flowcharts
- Filling Out a Cross-Functional Flowchart

Organization Charts

- Creating an Organization Chart
- Adding Subordinate Shapes
- Adding Multiple Shapes
- Arranging Subordinates
- 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
- Organization Chart Data Wizard
- Creating an Organization Chart

Floor Plan

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

Intermediate, 1 Day

Course Description

In this course, you will expand on the knowledge you gained in the course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Prerequisites

Visio Introduction or equivalent knowledge.

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

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

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

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