

# Microsoft Visio

Learn via: **Classroom/AFA**

Duration: **2 Day**

## **Overview**

Microsoft Visio allows users to create, design and manage visually engaging diagrams, maps, and drawings. This two-day course takes users from the fundamental skills up to advanced techniques.

This course is suitable for users of Microsoft Visio 2010, 2013 or 2016 Standard or Professional editions. If you're attending at a QA location, the course will be delivered on Microsoft Visio 2013 Professional

## **Prerequisites**

- An appreciation of drawing applications and design concepts
- Familiarity with mouse and keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

Please Note: If you attend a course and do not meet the prerequisites you may be asked to leave.

## **What You Will Learn**

- Navigate drawings in Microsoft Visio
- Customise the Visio environment
- Work with templates
- Create and modify shapes
- Create organisation charts and flowcharts
- Enhance diagrams through formatting
- Work with other applications to import and export data
- Customise shapes and stencils

## **Training Outline**

### **Module 1 – Getting Started with Visio**

- Exploring the Visio Interface
- Customising the Ribbon and Quick Access Toolbar
- Using Backstage Commands

### **Module 2 – Shape and Drawing Basics**

- Template Selection
- Adding Basic Shapes
- Open and Closed Shapes
- Manipulating Shapes
- Task Panes
- Adding Text to Shapes and Text Manipulation
- Numbering Shapes
- Connecting Shapes
- Manipulating Connecting Points

### **Module 3 – Building Organisation Charts**

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- Manually Creating an Organisation Chart
- Creating Organisation Charts with the Wizard
- Breaking the Organisation Chart across Pages
- Modifying the Layout of an Organisation Chart

### **Module 4 – Creating a Flowchart**

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- Creating a Basic Flowchart
- 3D Workflow Diagrams
- Cross-Functional Flowchart
- Hyperlinks

### **Module 5 – Formatting Diagrams**

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- Shape Formatting
- Applying Themes and a Background
- Creating a Style
- Adding Borders and Titles
- Working with Layers

### **Module 6 – Working with External Data**

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- PivotDiagrams
- Linking Shapes to External Data
- Linking a Drawing to another Application

### **Module 7 – Custom Stencils and Shapes**

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- Introduction to Custom Shapes
- Importing Shapes
- Creating a Custom Shape
- Creating a Custom Stencil
- Creating a Custom Template