

Visio Pro Mastering

1.5 days



Pre-requisites

To gain the most from this course, it would be beneficial if participants had a general understanding of personal computers and the Windows operating system environment.

Description

Do you need to?

- Learn how to use the stencils and other drawing tools
- Create Organisation charts and Gantt charts
- Work with Containers and Connectors
- Or simply update your skills in Microsoft Office Visio Professional
- Develop complex diagrams, drawings and/or plans
- Create Visio templates and stencils for you, your team or your organisation
- Use Visio's built-in templates to create business diagrams such as organisation charts, project management diagrams and web site maps
- Work with Visio and other applications including MS Word, PowerPoint

Aim

This course aims to help you acquire the skills and knowledge to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

Enabling you to quickly and confidently work with complex diagrams and drawings

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Navigate and use the Visio interface
- Work with the toolsets with expanded stencil lists and diagram types available in Visio
- Create and connect shapes
- Format text and objects in your drawings
- Produce Organisation charts
- Create Gantt & Cross Functional flowcharts
- Work with background master pages

- Understand and use layers to categorise shapes for easier adding and editing
- Organise all standard drawing, printing and page features together by creating templates and simplify and standardise creating shapes using custom stencils
- Use Visio templates and stencils to create powerful business diagrams
- Integrate Visio drawings with Word, PowerPoint, and the web

Topics Covered

Getting to Know Visio

- Understanding the Visio interface

Working with Stencils

- Understanding stencils
- Quick shapes
- Creating a custom stencil

Working with Shapes

- Placing shapes from a stencil
- Selecting, resizing, moving, duplicating shapes
- Rotating and flipping shapes
- Grouping and ungrouping shapes
- Formatting shapes

Working with Connectors

- Automatically adding connected shapes
- Changing connectors
- Working with connection points

Working with Text

- Adding and formatting text

Working with Pages

- Inserting, naming, duplicating, changing order
- Adding headers and footers
- Page size and orientation
- Pan & Zoom

Working Collaboratively

- Adding comments
- Sharing drawings



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Organisation charts

- Creating an organisation chart from scratch, from Employee data, for a New Data file

Gantt Charts

- Creating a Gantt chart
- Exporting from a Gantt chart
- Importing data into a Gantt chart

Cross Functional Flowcharts

- Creating a Cross Functional chart
- Adding swimlanes, shapes, phases

Creating technical layouts

- Working with layers
- Creating, editing customising and removing layers
- Using layer properties including show/hide and lock
- Set up drawing scales and work with shape that require precision
- Show and hide shape measurements and dimensions

Themes and templates

- Create, edit and delete custom themes
- Save drawings and diagrams as templates and create new drawings and diagrams using custom templates

Shapes and stencils

- Special drawing operations such as combine, union and fragment and apply behaviours (actions) to single and double clicking on shapes
- Create, edit and save custom stencils and add shapes to custom stencils
- Display custom stencils when opening drawings and using custom templates

Business diagrams and Web site mapping

- Block, Tree and Onion diagrams
- Workflow diagrams, Cross functional flowcharts and organisation charts
- Import and export data using organisation charts
- Create project management diagrams such as Gantt and PERT charts and timelines
- Analyse an existing web site (including troubleshoot broken links) by using Visio's web site map template

Visio with other programs

- Copy, insert and manage Visio drawings in MS Word and PowerPoint

- Working with Web-enabling features

Software and database diagrams

- Documenting software systems
- Database model diagrams



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