



**Please note that this outline is only intended as a guide and that any event can be customised to suit you.**

## **Visio (all versions)**

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### **Overview**

With its large collection of pre-defined shapes and intuitive interface Visio makes the job of creating professional looking diagrams easy.

This courses will show you how to use Visio's extensive features to create and edit a selection of diagrams (such as a floor plan, organisation chart, wiring diagram or process flow diagram).

### **Level 1 – New User (1 day)**

- Overview of Visio features and capabilities (including features specific to your version)
- Functional elements of the Visio screen (including task panes and the various mini 'windows')
- Creating a new diagram from scratch (including page setup and setting the drawing scale)
- Working with basic drawing tools (e.g. lines, arcs, circles, boxes)
- Using the drawing guides, grid and ruler
- Using pre-defined templates, stencils and 'shapes'
- Working with text (including using the 'text block' tool & formatting options)
- Using the 'Pan & Zoom' window to move around the diagram
- Using the 'Size & Position' window to control shape parameters (including the 'pin' position for rotating)
- Linking shapes with 'connectors' (including using 'AutoConnect'\*)
- Manipulating & editing shapes (including re-sizing, moving, copying, rotating, stacking, aligning, distributing & grouping)
- Applying a design Style or Theme\* to your diagram
- Adding a background page to your diagram
- Aspects of good design and layout
- Printing your work (including using headers & footers)
- Practice with a selection of diagrams of your choice

\* Versions 2007 and 2010 only

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This course builds upon the skills covered in Level 1 to allow you to create custom diagrams with a higher degree of automation and visual impact.

### **Level 2 – Regular User (1 day)**

- Working with Layers (e.g. to hide details or lock them against changes)
- Creating your own custom Shapes and Stencils
- Merging two or more shapes using shape 'operations' (such as union, combine, fragment, intersect and subtract)
- Locking & Protecting shapes from accidental changes
- Sharing stencils with other users
- Using the 'Document Stencil' to globally update shapes
- Checking a shapes area and perimeter values
- Adding data to a shape (using the 'Shape Data' window)
- Creating your own custom data fields (e.g. to meet your organisations specific requirements)
- Creating a 'report' based on shape data (either displayed in the diagram or saved as an external file)
- Importing shape data from an external source (such as an Excel sheet or Access database)\*
- Linking data to shapes (both manually and automatically)
- Updating and refreshing your diagram with new data
- Using 'Data Graphics' to visually indicate data trends and values\*\*
- Analysing data visually with 'Pivot Diagrams'\*\*\*
- Working with multiple pages
- Practice with a selection of diagrams of your choice

\* Requires Visio Professional

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