



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

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Visio (all versions)

Overview

With its large collection of pre-defined shapes and intuitive interface Visio makes the job of creating professional looking diagrams and drawings easy. Its extensive features can be used to model a wide range of situations such as process flows, data structures, building layouts, design schemes and business processes.

Level 1 – New User (1 day)

- What's new in your version of Visio?
- Overview of Visio features and capabilities
- Functional elements of the Visio screen, (including the task panes and toolbars)
- Obtaining help
- Opening, closing, saving and searching for files
- Creating a new drawing from scratch, (including page setup and setting the drawing scale)
- Working with basic drawing tools, (e.g. lines, arcs, circles, boxes)
- Using pre-defined 'shapes' and stencils
- Working with text, (including formatting options)
- Overview of templates, styles, and layers
- Using the 'Pan and Zoom' window to move around the page
- Manipulating and editing shapes, (including linking)
- Creating your own custom shapes and stencils
- Working with multiple pages
- Design layout considerations
- Printing your drawing