Microsoft Visio Essentials Course Content (1 full day)

Aimed at:

those who want to be able to create and edit professional-looking drawings and diagrams.

Prerequisites:

- ✓ Basic computer experience, including keyboard and mouse skills
- ✓ Familiarity with the Microsoft Windows
- ✓ If you are not familiar with using a computer or Microsoft Windows, the Introduction to computers course will give you the skills to take this Visio course.

Built-In Visio Templates

- Visio Categories
- Visio Templates

Create a Visio Diagram

- Create a drawing from the Start Menu
- Create a drawing from the Start Screen
- Create a new drawing from Visio

Save a Visio Drawing

- Save a new, previously unsaved drawing
- Save (update) previous saved drawing
- Save a drawing as a PDF document
- Create a copy of your drawing
- Pin a drawing to the recent file list

Close & Open Existing Drawings

- Close a drawing
- Close multiple drawings
- Open an existing drawing from Visio
- Open a drawing from File Explorer
- Open a recent drawing

Change Drawing Views

- Use the Zoom Slider
- Shapes Task Pane
- Drawing Page
- Pasteboard

Customise Quick Access Toolbar

- Move the Quick Access Toolbar
- Add common buttons to the QAT
- Add other buttons to the QAT

View Diagrams & Shape Stencils

- Open a drawing
- View shape stencils
- View tool tabs

Add shapes to a diagram

- Add a Basic Shape to the drawing page
- Add multiples of the same shape
- Copy a shape
- Duplicate a shape

Select Shapes

- Select a shape on a drawing page
- Select multiple shapes
- Select all shapes

Move Shapes

- Move a single shape
- Move multiple shapes
- Align shapes automatically
- Align shapes manually
- Space shapes evenly

Resize Shapes

- Resize a single shape
- Resize multiple shapes

Format Shapes

- Change colour of a shape
- Change outline of a shape

Connect Shapes

- Connect shapes manually
- Connect shapes automatically
- Format connector lines

Work with Text

- Add text to a shape
- Add text to a connector
- Add a text block

Format Text

- Format text in a shape
- Format text in multiple shapes
- Align text in a shape
- Perform a spelling check

Create New Shapes

- Insert a picture from your computer
- Format a shape
- Create a shape group
- Use Shape Operations to create new shapes

Size and Position Task Pane

- View and dock Size & Position task pane
- Use task pane to resize a shape
- Use task pane to resize multiple shapes
- Use task pane to position a shape

Pan and Zoom Task Pane

- View and dock Pan & Zoom task pane
- Use task pane to zoom on drawing
- Use task pane to pan drawing

Navigation Task Pane

- View and dock Navigation task pane
- Use task pane to find shape on page

Built-in Shape Stencils

- Open shape stencils
- Close shape stencils
- Change stencil view
- Search for shapes

Custom Shape Stencils

- Create a custom shape stencil
- Add a shape to a custom stencil
- Rename shapes
- Save a shape stencil

Page Setup

- Print setup
- Page Size
- Orientation
- Drawing Scale
- Presentation mode

Rulers and Gridlines

- View ruler and gridlines
- Customise ruler settings
- Customise gridlines

Guides

- Add a vertical guideline
- Add a horizontal guideline
- Glue a shape to a guideline
- Move a guideline

Background Pages

- Insert a built-in background page
- Insert a new background page
- Attach background to a foreground page
- Attach background to a background page

Floor Plans

- Create a room layout
- Convert space to walls
- Add doors and windows
- Resize doors and windows
- Add furniture
- Add accessories
- Add electrical and telecom items

Organisation Chart Wizard

- Create Excel spreadsheet of organisational data
- Import organisational data using wizard
- Automatically add pictures to an organisation chart

Calendars

- Create a new calendar
- Format the calendar
- Add calendar elements
- Import a calendar from Outlook

Gantt Charts

- Create a new Gantt chart
- Format the Gantt chart
- Schedule tasks
- Link tasks
- Import a Gantt chart from Project

Print Drawings

- Set page orientation
- Set paper size
- Printer settings