

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Understand what Visio is used for and how to start and close Visio
- * Work with shapes
- * Work with text
- * Connect shapes using connector lines
- * Work with page tools
- * Change the size and position of shapes
- * Apply a range of formats to shapes
- * Work with multiple page drawings
- * Use styles to store and apply formatting attributes
- * Use print preview and print drawings.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

VISIO 2007

- * Getting Started
- * Pan and zoom
- * Opening and Closing a diagram
- * The Shapes Pane, The Drawing Page and The Task Pane
- * Adding or removing toolbars

USING TEMPLATES

- * Types of templates available
- * Creating a new diagram based on a template

SHAPES

- * Placing Shapes From Stencils
- * Stamping and selecting shapes
- * Moving, resizing and deleting shapes
- * Duplicating, aligning, distributing or grouping shapes

ADDING BACKGROUNDS, BORDERS AND TITLES

- * Opening the background stencil and assigning a background
- * Using the Border and Title Stencil

MANAGING STENCILS

- * Displaying the Stencil Toolbar
- * Displaying / Hiding the Stencil Shapes Pane
- * Creating and saving a new Stencil
- * Adding Shapes to a Stencil
- * Closing a Floating Stencil
- * Opening the Stencil

FORMATTING TEXT

- * Format Text Toolbar
- * Changing the Font type, size and style
- * Text Alignment
- * Changing the line indention and margins
- * Changing the Text Margins
- * Text Background Shading
- * Bullets

FORMATTING SHAPES

- * Format Shape toolbar
- * Applying colour, fill, effects and line styles to shapes
- * Themes

POSITIONING AND ALIGNING SHAPES

- * Grouping and ungrouping shapes
- * Ordering shapes
- * Bringing a shape to the front or back
- * Sending shapes forwards or backwards
- * Rotating a shape
- * Rotating text within the shape
- * Flipping a shape
- * Aligning shapes
- * Distributing shapes
- * Adjusting shape layout
- * Centring a drawing

FORMATTING CONNECTORS

- * Layout and Routing Toolbar
- * Connector routing options
- * Using curved connectors
- * Using straight connectors
- * Setting line jump options
- * USING SNAP AND GLUE
- * Using the Snap and Glue Toolbar
- * Snapping and gluing
- * Viewing active snap and glue elements
- * Manually connecting shapes using Dynamic Glue
- * Manually connecting shapes using Static Glue
- * Manually connecting a series of shapes

USING LAYERS

- * Layers
- * Assigning a shape to a layer
- * Showing and hiding layers

INSERTING CLIPART

- * Clip Art

MANAGING PAGES

- * Moving between pages
- * Inserting a new page
- * Renaming a page
- * Reordering pages
- * Deleting a page
- * Creating a background page
- * Assigning a background page

USING PAGE VIEW TOOLS

- * View Toolbar
- * Showing and hiding the rulers
- * Showing and hiding the grid
- * Adding Guides
- * Showing and hiding the guides
- * Using the Size and Position window
- * Using the Drawing Explorer window
- * Setting a drawing scale

GETTING READY TO PRINT

- * Spell Check
- * Paper size and orientation
- * Print Preview
- * Selecting a printer
- * Printer Properties
- * Print Range
- * Number of Print Copies

CUSTOMIZING VISIO 2007

- * Options Dialog Box