



Microsoft Visio Level 1

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Prerequisites: Participants should have Microsoft Word graphics or Microsoft PowerPoint experience.

An Overview of Visio

- Visio Templates
- Elements of the Visio Window
- Toolbars, Stencils, and Status Bar
- Visio Navigation
- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

Basic Skills: Creating a Map

- Dragging Shapes from Stencils
- Opening New Stencils
- Saving Files
- Resizing Shapes
- Resizing and Relocating with Precision
- Rotating Shapes
- Copying Shapes
- Making Connections
- Adding Text to Shapes
- Using the Text Block Tool
- Formatting Text
- Adding Stand Alone Text
- Defining Stacking Order

Basic Diagram Skills

- Duplicating Shapes
- Hiding Connection Points and Grid
- Manually and Automatically Number Shapes
- Grouping Shapes
- Aligning and Distributing Shapes
- Line Styles, Fill Color and Text Color

Flow Charts

- Using the Connector Tool
- Using the Stamp Tool
- Editing the Connector Path
- Using Borders and Titles
- Adding/Editing a Background Page
- Creating a Cross-Functional Flowchart

Organization Charts

- Creating an Organization Chart
- Adding Subordinates
- Layout and Auto Arrange
- Editing and Adding Custom Properties
- Creating an Organization Chart from a Text File (Org Chart Wizard)
- Navigating a Multi-Page Organization Chart.
- Hiding Subordinates
- Hyperlinked Pages
- Changing Styles

Floor Plan

- Creating an Office Layout
- Adding a Space and Walls
- Drawing to Scale
- Adding Doors and Windows