

Learn to use Visio to create various types of diagrams using shapes and templates. Projects include: directional maps, flow charts, organizational charts, and office layouts. Topics include: Creating and saving drawings, page features and scale, adding and editing shapes, understanding shape connections, working with text, using templates, viewing, and printing.

Module 1 – Getting Starting in Microsoft Visio

- Starting a Visio Diagram
- Working in the Visio Window
- Modifying the Quick Access Toolbar & Ribbon
- Basic Diagram Concepts and Terminology
- Viewing Options

Module 2 – Creating a Map

- Starting a Drawing from a Template
- Working with Stencils
- Adding Shapes to the Drawing
- Methods for Selecting Added Shapes
- Understanding Shape Handles
- Moving Shapes
- Resizing Shapes
- Aligning Shapes
- Grouping Shapes
- Changing Stacking Order
- Adding Text to Shapes
- Formatting Text
- Using the Format Painter
- Changing Stacking Order
- Saving and Printing Drawings

Module 3 – Creating a Flow Chart

- Starting the Flowchart from a Template
- Understanding Flowchart Shapes
- Adding Shapes
- Replacing Shapes
- Understanding Shape Connectors
- Adding Connectors to the Drawing
- Storing Data in Shapes
- Creating Off-Page References & Links
- Working with Background Pages
- Adding Headers, Footers, and Page Numbers to the Drawing
- Changing the Theme
- Using Theme Variants
- Printing Flowcharts

Module 4 – Creating an Organization Chart

- Starting the Organization Chart from a Template
- Adding a Title Shape to the Chart
- Adding Organization Chart Shapes
- Changing Shape Layout
- Displaying Information on Shapes
- Adding Pictures to Shapes
- Formatting
- Working with Org Chart Styles
- Creating a Department

Module 5 – Designing an Office Layout

- Creating the Floor Plan
- Adding Walls, Windows, and Doors
- Adding Additional Shapes
- Grouping and Ungrouping Shapes
- Changing the Drawing Scale