



# Microsoft Visio 2007-2016

## Level 1: Getting Started

1 Day Course

### Training at Your Office

\$ 275 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

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## COURSE DESCRIPTION

Learn all the core skills required to use Visio effectively. This course teaches the concept of stencils and how to create maps, flow charts, organization charts, floor plans and more.

Course Prerequisites: knowledge of basic Windows use and ability to use keyboard and mouse.

## COURSE TOPICS

### An Overview of Visio

- Templates and Documents
- Elements of the Visio Window
- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

### Basic Skills: Creating a Directional Map

- Using Stencils and Finding Shapes
- Saving Files
- Drawing Properties
- Manipulating Shapes
- Resizing Shapes
- Rotating Shapes
- Copying Shapes
- Using the Stamp Tool
- Connecting Roads
- Adding Text, Stand-alone and to Shapes
- Rotating Text Separately
- Editing Text
- Formatting Shape Text
- Changing the Stacking Order

### Adding Pictures

- Add Clip Art
- Add Other Pictures

### Cross-Functional Flowcharts

#### Basic Diagram Skills

- Show/Hide Elements
- Repeat Duplication
- Numbering Shapes
- Grouping
- Aligning & Distributing Shapes
- Distributing Shapes
- Applying Styles
- Changing Line Styles
- Text and Fill Colors
- Adding Patterns & Drop Shadows

#### Flowcharts

- Connecting Shapes
- Cloning Shapes
- Point-to-Point Connections
- Routing Connectors
- Line-Curve Connectors
- Using Extra Connectors

#### Page Styles

- Using Borders and Titles
- Renaming Shapes
- Adding and Editing Backgrounds
- Applying Color Schemes

### Organization Charts

- Adding & Arranging Subordinate Shapes
- Adding Multiple Shapes
- Editing Custom Properties
- Adding a Custom Property
- Organization Chart Data Wizard
- Creating an Organization Chart from Data
- Navigating a Multi-Page Organization Chart
- Hiding Subordinates
- Breaking Down an Organization Chart
- Navigating Linked Pages
- Changing Styles
- Changing Spacing

### Floor Plan

- Creating an Office Layout
- Adding Space
- Adding Walls
- Drawing to Scale
- Adding Doors and Windows
- Resetting the Ruler Zero Point
- Drawing Scale
- Design Your Office

# Microsoft Visio 2007-2016

## Level 2: Advanced Techniques

1 Day Course

### Training at Your Office

\$ 275 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.



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## COURSE DESCRIPTION

Take control of Visio to create fully-customized documents with multiple layers and templates. You'll also learn advanced drawing and stencil techniques, as well as sharing your work with other programs.

Course Prerequisites: understanding of Visio Level 1 topics.

## COURSE TOPICS

### Customizing Visio

- Working with Toolbars
- Opening Toolbars
- Dragging and Dropping Toolbars
- Adding Commands to Toolbars
- Working with Windows
- Working with Stencil Windows
- Merging Visio Windows

### Using the Drawing Tools

- Drawing Basics
- Drawing Closed Shapes
- Drawing Lines and Arcs
- Drawing Segmented Lines
- Reshaping Lines
- Advanced Drawing Techniques
- Drawing with Precision
- Using Operation Commands

### Custom Shapes

- Using Custom Shapes
- Creating a Custom Shape
- Using Custom Shapes in a Drawing
- Enhancing a Drawing with Custom Shapes
- Using the Maximum Graphx Logo Shape in a Drawing
- Using Custom Shapes to Enhance Existing Shapes

### Templates, Styles, and Layers

- Working with Templates
- Creating a New Template
- Using a Custom Template
- Formatting and Linking Shapes
- Defining New Styles
- Applying and Editing Styles
- Adding Links to Shapes
- Layers
- Viewing Layer Properties
- Manipulating Layers

### Advanced Stencil Techniques

- Custom Stencils
- Creating a New Stencil
- Adding Custom Shapes to a Stencil
- Customizing Stencil Masters
- Editing Master Properties
- Formatting a Master in a Stencil
- Adding and Directing Connection Points
- Applying Behaviours to a Custom Shape
- Using the Maximum Graphx Master The Document Stencil
- Retrieving Shapes from the Document Stencil

### Sharing Your Work

- Object Linking and Embedding
- Placing a Visio Drawing in MS Word
- Updating the Calendar
- Working with External Data
- Preparing Shapes in the Document Stencil
- Using the Database Wizard
- Distributing Information in a Linked Network Diagram
- Creating HTML Documents
- Preparing a Drawing for the Web
- Saving the Timeline as a Web Page
- Printing Techniques
- Using the Print Preview Feature
- Working with Page Breaks