Microsoft Visio
Level 1

Course Description
Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Office Visio Professional has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

Course Objective
You will design and manage basic diagrams, workflows, and flowcharts.

Pre-Requisites
Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

Creating a Basic Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Connecting Shapes
- Basic Text Features
- Adding Text to Shapes
- Adjusting Text Blocks
- Formatting Basics
- Formatting Text
- Formatting Text Blocks
- Using the Text Ruler
- Formatting Shapes
- The Format Painter
- Formatting Lines
- Adding Themes, Borders and Titles

Basic Network Diagramming

- Page Setup
- Creating Background Pages
- Importing Graphics
- Using Typology Shapes
- Adding Detail Pages
- Creating Hyperlinks
- Linking to Other File Types
- Printing Your Charts

Diagramming and Data

- Using Guides
- Adding Connection Points
- Select Object Types
- Connecting Shapes
- Setting Layout and Routing Options
- Setting Snap and Glue Options
- Adding Shape Data
- Setting Unique Custom Properties
- Displaying Custom Properties in Shapes
- Working with Spreadsheet Data

Creating Custom Stencils

- Creating New Shapes
- Adding Shapes to the Stencil
- Saving the Stencil

Creating and Using Layers

- Creating a New Layer
- Assigning Shapes to Layers
- Working with Active Layers
- Locking Layer

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