

Microsoft Visio XP Fundamentals

Overview

The skills and knowledge acquired in Microsoft Visio XP Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Visio XP Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Visio XP Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Visio XP Fundamentals you should 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
- create organisational charts
- apply special techniques to work with organisational charts
- work with organisation chart data

Course Duration is 1 Day

Course Code: V4M1

Topics

Visio XP Essentials

Starting Microsoft Visio XP
 Creating A Blank Drawing From A Template
 The Microsoft Visio XP Screen
 The Menu Bar
 Using Menu Commands
 Using Keyboard Shortcuts
 Using The Toolbars
 ScreenTips
 Opening Stencils
 Working With Stencils
 Saving A New Drawing
 Exiting From Visio

Shapes

Placing Shapes From Stencils
 Stamping Shapes
 Selecting Shapes
 Moving Shapes
 Duplicating Shapes
 Aligning Shapes
 Distributing Shapes
 Grouping Shapes

Working With Text

Adding Text To Shapes
 Formatting Text In Shapes
 Selecting And Editing Text
 Creating A Heading
 Creating A Text Block
 Aligning Text
 Spell Checking Text

Getting Connected

Connecting Shapes
 Connecting Shapes Manually
 Connecting Shapes Automatically
 Connecting Selected Shapes
 Adding Text To Connector Lines
 Changing Connector Line Direction
 Manipulating Connector Lines
 Formatting Connector Lines

Page Tools

Page Tools Reference
 Zooming
 The Pan & Zoom Window
 Displaying Grids And Rulers
 Changing Grids And Rulers
 Using Guides And Guide Points
 Working With Rulers
 Changing The Scaling
 The Drawing Explorer

Size And Position

Resizing Shapes Manually
 Resizing Shapes Precisely
 Changing Shape Proportions
 Using Snap And Glue
 Positioning A Shape Precisely
 Rotating Shapes Precisely
 Free Rotating
 Flipping Shapes

Changing The Order Of Shapes

Formatting Shapes

Formatting With The Menu
 Formatting With The Toolbars
 Using The Format Painter
 Adding Shadows To Shapes
 Protecting Shapes

Working With Pages

Naming Pages
 Inserting Pages
 Navigating Through Pages
 Changing Page Order
 Page Orientation
 Rotating Pages
 Setting A Background
 Centering Content On A Page
 Deleting Pages

Styles

Styles Explained
 Redefining Existing Styles
 Modifying The Connector Style
 Defining A New Style
 Applying A Style
 Basing One Style On Another Style
 Partial Styles
 Deleting Styles

Printing

Using Print Preview
 Creating Headers And Footers
 Print Setup Options
 Printing Options
 Changing Page Size

Organisation Charts

Adding Single Shapes
 Adding Multiple Shapes
 Adding Text To Shapes
 Adding A Title
 Converting A Shape
 Changing The Layout Of Shapes
 Changing The Spacing Of Shapes
 Creating A Team
 Changing The Order Of Shapes

Organisation Chart

Techniques

Applying An Org Chart Theme
 Locating A Person
 Adding Custom Properties Data
 Creating Custom Properties
 Creating A Custom Shape And Stencil
 Master Shape Custom Properties

Organisation Chart Data

Exporting Data
 Creating Charts From Spreadsheets
 Comparing Versions
 Creating Synchronised Copies
 Synchronising Relationships

learning excellence, positive engagement...