

# Visio Standard Introduction

**1 day  
Course**

**Course Objectives** Visio Standard is a graphics drawing package with applications that assist the user in tracking their workflow, communicating with their department's reporting structure, or enhancing their presentations with complete ease. Close integration with the leading MS Windows applications such as MS Office, Visio Standard provides the non-specialist with a comprehensive range of drawing tools. This course is designed to provide trainees with a solid foundation upon which to build skills in using Visio Standard. Trainees will learn the fundamentals of working with Visio Standard through the many practical exercises in the course.

**Pre-requisite** A working knowledge of MS Windows and the ability to use a mouse. Familiarity with using a Windows based application such as word processing.

## Course Content

- Module 1 **Visio Standard Introduction** - About Visio Standard. Business drawings, sample Visio drawings standard edition.
- Module 2 **Getting Started with Visio Standard** - Starting Visio; About Visio solutions, Visio standard screen layout. Wizards, about starting a drawing. Menus, undoing a command. Dialogue boxes, shortcut menus, standard toolbar, exiting from Visio standard.
- Module 3 **Getting Assistance with Visio Standard** - Context specific help. The help menu, the drawing explorer.
- Module 4 **File Operations** - Saving drawings. Closing drawings, opening drawings. Finding files.
- Module 5 **Working with Shapes** - Placing shapes. Resizing shapes. Moving shapes. Copying shapes, using the stamp tool, arranging shapes, distributing shapes, grouping shapes.
- Module 6 **Using the Drawing Tools** - Using Visio drawing tools, rotating and flipping shapes, formatting shapes, changing the z-order of shapes, adding colour.
- Module 7 **Working with Stencils and Text** - Docked and floating stencils, connecting shapes, dynamic glue, adding and editing text, adding text to drawings, zooming in and out, panning.
- Module 8 **Using Styles** - Multiple page diagrams, inserting new pages, deleting pages, renaming pages, reordering pages, linking shapes, background pages.
- Module 9 **Finishing a Diagram** - Spell checking a page, inserting fields, using print preview, printing a diagram.
- Module 10 **Drawing with Layers** - Creating an office layout, colouring layers, displaying and hiding layers, locking layers, printing layers, placing shapes on layers.
- Module 11 **Sharing Diagrams with Other Applications** - Customising Visio standard, editing stencils, editing a master shape, creating and editing templates, customising toolbars, customising the grid, customising the snap-to option.