

# Visio Introduction



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## Objectives & Expected Outcomes

- To understand how to use Visio
- To be able to work with stencils and flowcharts
- To be introduced to the various templates available
- To be able to create background pages
- To be able to share Visio images

## Pre-Requisites

Delegates should be familiar with the Windows environment and be able to use a mouse. Delegates ideally will bring a requirement of using Visio to the session.

Course Duration 1 Day

The course runs from 9.30 am to approximately 4.30 pm.

## The Visio Environment

Visio Basics | Navigating in Visio | Using Windows and Stencils | Manipulating Objects | Drawing Tools | Basic Shapes and Lines | Compound Lines | Editing Objects | New Shapes and Content

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## Basic Diagrams

Planning your Diagram | Creating a Basic Diagram | Working with Text | Working with Organization Charts | Improved Organisation Chart | Updated Diagram Templates

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## Formatting Drawings

Formatting Text | Formatting Text Blocks | Formatting Shapes and Lines | Inclusion of Office Art | Quick Styles | Variation of Themes | Change Shape

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## Working with Pages

Working with Pages | Duplicate an Entire Page | Creating and Setting Up a Drawing | Working with Background Pages | Working with Links | Printing Diagrams

Network and Brainstorming Diagrams

Network Diagrams | Rack Diagrams | Brainstorming Diagrams

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## An Introduction to Advanced Features

Advanced layout and connection techniques | Custom properties | Reporting

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# Visio Advanced



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## Objectives & Expected Outcomes

To be able to create, apply, assign and customise layers

To be able to create complex shapes

Understand how to create and edit formulas and functions, add predefined actions and custom shape behaviours

To be able to create Stencils and Templates, working with Styles

## Pre-Requisites

Delegates should be familiar with Visio and ideally have attended the Visio Introduction course.

Course Duration 1 Day

The course runs from 9.30 am to approximately 4.30 pm.

## Creating Technical Layouts

Layers | Drawing Scales | Precision Techniques | Dimensioning

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## Advanced Formatting

Themes and Styles | Quick Styles | Variation of Themes | Templates | Updated Diagram Templates

## Custom Shape Design

Special Drawing Operations | Shape Behaviour and Events | Custom Stencils

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## Business Diagrams and Web Site Mapping

Block, Tree, and Onion Diagrams | Flowcharts | Organization Charts | Improved Organisation Chart | Project Management Diagrams | Web Site Maps

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## Collaboration

Co-authoring using SharePoint | Comments | Web Viewing

## Integrating Visio with Other Programs

Integration with Microsoft Word | Integration with PowerPoint | Integration with Microsoft Outlook | Working with Web-Enabling Features | Web Viewing

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## Software and Database Diagrams

Documenting Software Systems | Database Model Diagrams | UML and Database Templates

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