

Course Specifications

Course Length: 1 day

Prerequisites: Before taking this course, you should have a basic understanding for your COM operations system. For example you should know how to launch an application, create and save files, and copy files from CD's and other media.

Course Cost: \$175.00

What's in Visio: Level I:

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Course Content

Lesson 1:

An Overview of Visio

Visio Documents

- Templates and Documents

Elements of the Visio Window

Visio Navigation

- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

Lesson 2:

Basic Skills: Creating a Directional Map

Using Stencils

- Dragging Shapes from Stencils
- Managing Stencils and Finding Shapes

Saving Files

- Drawing Properties
- Viewing Drawing Properties

Manipulating Shapes

- Resizing Shapes
- Resizing and Relocating with Precision
- Rotating Shapes
- Copying Shapes
- Connecting Roads
- Using Connector Roads
- Changing Road Thickness

Adding Text

- Adding Text to Shapes
- Rotating Text Separately
- Editing Text
- Formatting Shape Text
- Adding Stand-Alone Text

Stacking Order

- Changing the Stacking Order

Stacking Order

- Completing the Directional Map

Lesson 3:

Basic Diagram Skills

Enhancing Productivity

- Hiding Connection Points and the Grid
- Repeat Duplication
- Manual Numbering with the Number Shapes Macro
- Automatically Numbering New Shapes
- Managing Shapes
- Grouping
- Aligning and Distributing Shapes

Applying Styles

- Changing Line Styles
- Text and Fill Colors
- Creating Custom Colors
- Adding Patterns and Drop Shadows
- Applying Styles
- Completing the Block Diagram

Lesson 4:

Flowcharts

Connecting Shapes

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

Page Styles

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

Cross-Functional Flowcharts

- Cross-Functional Flowchart Setup

Cross-Functional Flowcharts

- Filling Out a Cross-Functional Flowchart

Lesson 5:

Organization Charts

Creating an Organization Chart

- Adding Subordinate Shapes
- Adding Multiple Shapes
- Arranging Subordinates
- 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

Organization Chart Data Wizard

- Creating an Organization Chart

Lesson 6:

Floor Plan

Creating an Office Layout

- Adding Space
- Adding Walls

Drawing Scale

- Drawing to Scale
- Adding Doors and Windows
- Resetting the Ruler Zero Point

Drawing Scale

Design Your Office