Microsoft Visio – Level 1

Duration: 1 Day

Course Description

Communicate ideas in an effective graphic message, easily integrate business graphics into documents and presentations. Learn how to use shapes, properties, create custom shapes and stencils, use styles, connect to external data sources, and set custom properties and behaviors.

Course Content

The Basics
- Getting Started
- Creating a New Drawing
- Saving a Drawing
- Opening a Drawing

Customizing the Interface
- Expanding and Collapsing the Ribbon
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Resetting Interface Changes

Your First Drawing
- Understanding the Shapes Pane
- Adding Shapes to a Drawing
- Connecting Shapes
- Using Drag and Drop
- Using Cut, Copy, and Paste
- Using Undo and Redo

Working with Shapes
- Selecting Shapes
- Moving Shapes
- Rotating Shapes
- Resizing Shapes
- Duplicating Shapes

Formatting Shapes
- Applying a Shape Style
- Changing the Fill and line Color
- Adding Effects
- Using Auto Align & Space
- Changing the Layout of the Page
- Rotating the Diagram
- Inserting a Field
- Adding ScreenTips

Formatting Text
- Inserting Text Boxes
- Changing the Font Face, Size, and Color
- Applying Text Effects
- Using the Text Dialog
- Changing Text Alignment
- Rotating Text

Managing and Formatting Pages
- Inserting Pages
- Changing the Theme of the Current Page
- Choosing a Variant for the Current Page
- Applying a Page Background
- Adding Borders and Titles
- Browsing Through Pages
- Renaming Pages
- Deleting Pages
- Creating Background Pages

Page setup
- Checking Spelling
- Modifying Page Size
- Modifying Page Orientation
- Using Page Setup
- Preparing a Diagram for Printing
- Adding Headers and Footers

Creating Custom Stencils
- Creating a New Stencil
- Adding Shapes to a Stencil
- Removing Shapes from Stencils
- Deleting a Stencil

Creating Master Shapes
- Creating Master Shapes
- Renaming Master Shapes
- Editing a Master Shape
- Deleting a Master Shape

Working with Master Shapes
- Editing Master Shape Properties
- Adding Master Shapes to a Stencil
- Modifying Master Shape Icons
- My Shapes, Quick Shapes and Master Shapes

Working with Containers
- Adding a Container
- Adding Shapes to a Container
- Removing Shapes from a Container
- Changing the Style of the Container
- Resizing a Container
- Disbanding the Container

Adding Callouts
- Inserting a Callout
- Moving a Callout
- Changing the Position of the Callout Line
- Resizing a Callout
- Changing the Callout Style

Using Comments
- Adding Comments
- Navigating and Viewing Comments
- Editing Comments
- Deleting Comments

Using Data Graphics
- Inserting Data Graphics
- Creating Custom Data Graphics
- Editing Data Graphics
- Removing Data Graphics

Using Markup Tools
- Marking Up a Diagram with Ink
- Adding the Markup Command to the Ribbon
- Enabling Track Markup Reviewing Pane

Using Ink Tools
- Using the Pen or Highlighter
- Configuring Pen and Highlighter Appearance
- Erasing Marks
- Closing Ink Mode

Linking Data to Shapes
- Manually Adding Data with the Shape Data Window
- Manually Linking Shape Data
- Automatically Linking Shapes to Data
- Refreshing the Data Source
- Removing Data Links

Using Layers
- Adding a Layer
- Showing and Hiding Layers
- Activating a Layer
- Preserving Group Member Layers
- Coloring Layers
- Locking Layers