



# Microsoft Visio Introduction

2002 / 2003 / 2007

Duration: 1 Day

## Who Should Attend / Target Audience

This course has been developed for people who want to learn the basic concepts for creating flowcharts including timesaving techniques and shortcuts.

## Prerequisites

Basic understanding of computer's operating system. For example, how to launch an application, create and save files, and copy files from CDs and other media.

## Learning Outcomes

- Create basic diagrams in Visio and use the drawing tools to create shapes
- Use advanced layout techniques and position shapes accurately
- Create and format Flowcharts and Organisation Charts
- Format Shapes and edit and create Stencils
- Adjust print settings for drawings and work with multiple page Visio files
- Create and work with custom properties and work with reports

## Course Content

Version: 18/12/09

### The Visio Environment

What is Visio?  
Visio File Formats

### Creating a Basic Diagram

Adding Master Shapes  
Resizing Shapes  
Moving Shapes  
Rotating Shapes  
Adding Text to Shapes  
Selecting Shapes  
Deleting Shapes  
Zooming  
Saving and Closing a Visio File

### Drawing Tools

Rectangles and Squares  
Ellipses and Circles  
Lines and Arcs  
Freeform and Compound Lines

### Positioning Shapes

The Action Toolbar  
Aligning Shapes  
Distributing Shapes  
Grouping Shapes  
Centre of Rotation

### Creating Flowcharts

Basic Flowchart Shapes  
Connecting Shapes  
Cross-Functional Flowcharts

### Organisation Charts

Organisation Chart Wizard  
Organisation Chart Template

### Formatting Shapes

Formatting Text  
Borders and Shading  
Resizing Multiple Shapes  
Page Backgrounds

### Multiple Page Drawings

Background Pages  
Working with Pages  
Creating Hyperlinks

### Printing Drawings

### Working with Stencils

Searching for Shapes  
The Document Stencil  
Creating a New Stencil

### Custom Properties

Adding Property Data  
Editing Custom Properties  
Custom Property Sets

### Visio Shortcuts

Next Level Course: Microsoft Visio Advanced

Availability:  In House  Closed Group  Public

MELBOURNE  
SYDNEY  
BRISBANE  
TOWNSVILLE  
CAIRNS

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