MICROSOFT VISIO
INTRODUCTION

Learn the fundamentals of creating flowcharts, organisation charts and process diagrams including time-saving shortcuts.

ODYSSEY TRAINING™

An **SGS** Company

V | 1 DAY

Prerequisites

Participants will need a basic understanding of computer operating systems and be able to launch an application and open, close and save files.

Expected outcomes

- Create basic diagrams in Visio and use the drawing tools to create shapes.
- Use advanced layout techniques to position shapes accurately.
- Create and format flowcharts and organisation charts.
- Create cross functional flowcharts.
- Format shapes.
- Access a variety of templates and stencils.
- Adjust print settings for drawings and work with multiple page Visio files.
- Create and work with custom properties and work with reports.

Who should attend

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

Creating a basic diagram
- understand Visio
- navigate the environment
- choose a template
- add shapes
- resize and move shapes
- add text to shapes
- select and delete shapes
- zooming and panning
- save and close a Visio diagram

Positioning shapes
- arrange
- align
- distribute
- group
- rotation
- duplicate

Creating flowcharts
- page size and orientation
- basic flowchart shapes
- connecting shapes
- AutoConnecting
- dynamic connectors
- centre drawing on page
- adding text to shapes

Format shapes
- format painter
- edit existing flowcharts
- format text and shapes
- format connector lines
- quick styles
- apply themes

Cross-functional flowcharts
- create swimlanes
- change swimlane orientation
- delete swimlanes
- add phases/separators
- format swimlanes

Organisation charts
- create from spreadsheet data
- create manually
- add subordinate shapes
- change shapes
- add multiple shapes
- relayout shapes and levels
- add and remove photos to org chart
- adjust spacing

Multiple page drawing
- insert, move, delete and rename pages
- add page backgrounds
- create and apply custom background page
- add page numbering and other fields
- add logos

Hyperlinks
- create hyperlinks to other pages and files
- create hyperlinks to the web and email

Printing options
- save drawing as PDF
- page size and printer paper size
- set margins
- set drawing scale and measurement units
- headers and footers
- print preview and print

Working with stencils
- searching for shapes
- document stencil
- create a new stencil
- drawing tools

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Practical, relevant training developed for the Australian workplace.

1300 793 951
odysseytraining.com.au