

Microsoft Visio

Microsoft Visio's advanced charting tool simplifies complex matters. You have access to dynamic, data-based visual elements and new ways to share online. In this course you will start to create a diagram using professional templates and modern pre-drawn shapes. After practicing that you can easily link your diagram to popular data sources (such as Excel). The data will be refreshed automatically and directly in the chart, with vibrant visual elements such as icons, symbols, colors, and bar charts. Finally, you can publish the diagram with data links to SharePoint and give others online access, even if they don't have Visio installed on their computer.

Course duration

The duration of the course is six hours completed in one day.

Audience and prerequisites

This course is very suitable for participants who have little or no experience in Microsoft Visio. During this course, the participant will gradually learn the Microsoft Visio program. Prior knowledge of the Microsoft operating system (Windows) and general knowledge of the use of the computer is necessary.

Summary

General exploration program

- Use stencils
 - o Standard stencils
- Parts of shapes
 - o Control handles
 - o Connection point
 - o Format handles
- Various zoom functions
- Ruler, grid and guides
- Page settings

Building a drawing efficiently

- Background pages
- Use dynamic grid
- Align and distribute shapes
- Various selection methods
- Multiple options to copy or move shapes
- Group or ungroup shapes
- Connecting shapes
- Connect text to shapes
- Working with drawing layers
- Multi-page documents
- Use hyperlinks

Working with different categories of drawings

- Flow chart
- Flowchart function
- Organization schedules
- Maps
- Timeline
- Gantt diagram

Create and use your own templates

- Templates included with:
 - o Stencils
 - o Background pages
 - o Page settings

Frequently used categories

- Flow chart
- Flowchart function
- Floor plan with background pages
- Timeline