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# **Microsoft Visio Introduction/Intermediate**

**Duration: 2 Days**

## **Overview:**

Aspect Training's Microsoft Visio Introduction training course will give you a good working knowledge of Visio basics. You will feel more confident using Visio and be able to create a diagram or a chart. Understanding and using some of the built-in drawing and object manipulation functionality will enable you to progress to creating concise and clear diagrams and charts. Structures that you create will be easier to build, amend, read and will be professionally formatted.

You will feel more confident using Visio and be able to create technical layouts, work flow & fishbone diagrams and many more advanced diagram types. Understanding and using the built-in interoperability between your diagrams and data, such as the database wizard, will allow for much more complexity. Finally you will learn how to work with far more advanced custom shape designs.

## **Prerequisites:**

Our Microsoft Visio introduction course is suitable for complete beginners to Microsoft Visio.

**Continued over....**



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## Course Topics:

### Getting Started

The Visio Drawing Window  
Toolbars  
Overview of Templates, Stencils and Shapes  
Changing View Settings

### Drawing Tools

Creating New Drawings  
Drawing Closed Shapes  
Drawing Open Shapes  
Using the Freeform tool  
Drawing Compound Lines  
Finding Stencils and Shapes

### Creating Basic Diagrams

Selection Techniques  
Connecting Shapes  
Moving and Deleting Shapes  
Aligning Shapes  
Distributing Shapes  
Rotating Shapes  
Grouping Shapes

### Formatting Shapes

Shape formatting  
Adding Text to Shapes  
Formatting Text  
Duplicating Shapes  
Scaling and resizing Shapes  
Using Themes (2007 version only)

### Working with Pages

Inserting, Naming and Deleting Pages  
Page and Printer Setup  
Creating Background Pages  
Inserting Headers and Footers

### Building Diagrams

Creating Organisation Charts  
Adding Multiple Shapes  
Modifying Chart Layouts  
Creating a Flowchart  
Creating a Brainstorming Diagram  
Using the Brainstorming Outline Window

### Creating Technical Layouts

Understanding Layers  
Creating, Removing and Renaming Layers  
Setting Layer Properties  
Controlling Shape Placement  
Setting a Drawing Scale  
Working with Building Plan Layouts  
Drawing with Precision  
Using Perspective  
Working with Area Measurements

### Exploring Advanced Diagrams

Create work flow diagrams  
Create Fishbone (Cause and Effect) diagrams  
Use Calendars, Gantt and PERT charts  
Create easy-to-read maps and route directions

### Diagramming and Data

Adding Shape Data  
Creating Custom Properties  
Generating Property Reports  
Importing and Exporting Data  
Working with Data Sources

### Advanced Custom Shape Design

Creating New Shapes  
Revising Existing Shapes  
Locking and Protecting Shapes  
Creating Custom Stencils  
Adding Shapes to the Stencil  
Saving the Stencil