



Microsoft Visio 2016

2 Days



Topics Covered:

Getting to Know Visio 2016

Starting Visio in Windows 10
Understanding the Start Screen
Creating a New Drawing From a Template
The Visio Screen
How Microsoft Visio 2016 Works
Using the Ribbon
Minimising the Ribbon
Understanding the Backstage View
Accessing the Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding the Quick Access Toolbar
Adding Commands to the QAT
Understanding the Status Bar
Customising the Status Bar
Saving a New Drawing
Exiting Safely From Visio

Working With Stencils

Understanding Stencils
The Shapes Window
Quick Shapes
Using Quick Shapes
Creating a Custom Stencil
Opening a Stencil
Editing a Stencil
Closing a Stencil

Working With Shapes

Placing Shapes From a Stencil
Selecting Shapes
Resizing Shapes
Moving Shapes
Copying Cutting and Pasting Shapes
Duplicating Shapes
Rotating and Flipping Shapes
Ordering Shapes
Merging Shapes to Create New Shapes
Grouping and Ungrouping Shapes
Aligning Shapes
Aligning Shapes Using the Dynamic Grid
Distributing Shapes
Changing Shapes
Using Snap and Glue

Formatting Shapes

Applying Quick Styles
Formatting the Fill
Formatting Lines
Applying Effects
Using the Format Painter

Using Undo and Redo

Protecting Shapes

Working With Connectors

Connecting Shapes
Automatically Adding Connected Shapes
Connecting Existing Shapes
Inserting and Deleting Shapes
Adding Text to Connectors
Changing Connectors
Working With Connection Points
Formatting Connectors

Containers

Adding Containers
Adding Shapes to a Container
Formatting Containers
Deleting Containers

Working With Text

Adding Text to Shapes
Formatting Text
Adding Text to the Page
Editing Text
Using Find and Replace
Aligning Text
Moving Text
Creating Bulleted Lists
Creating Tables
Spell Checking Text

Working With Pages

Inserting Pages
Naming Pages
Duplicating Pages
Changing Page Order
Deleting Pages
Applying a Background Style
Adding Headers and Footers
Inserting a Logo
Assigning a Background Page to Other Pages
Page Size and Orientation

Page Tools

Understanding Page Tools
Zooming
Panning
Using the Pan and Zoom Window
Displaying Grids and Rulers
Changing Grids and Rulers
Setting Guides and Guide Points
Using Guides and Guide Points
Working With Rulers

Changing the Scale

Themes

Understanding Themes
Applying a Theme
Applying a Theme Variant
Highlighting Shapes With Quick Styles
Embellishing Shapes
Creating a Custom Theme
Creating Custom Theme Colours
Changing Grids and Rulers
Setting Guides and Guide Points
Using Guides and Guide Points
Working With Rulers
Changing the Scale

Working Collaboratively

Adding Comments
Working With Comments
Using the Comments Pane
Commenting With Ink
Coauthoring Drawings
Saving to OneDrive
Sharing Drawings
Opening Shared Drawings

Outputting Drawings

Using Print Preview
Fitting a Drawing to Printer Pages
Printing a Drawing
Emailing Drawings

Organisation Charts

Creating an Organisation Chart From Scratch
Adding Multiple Shapes
Changing a Position Type
Changing the Layout of Shapes
Changing the Spacing of Shapes
Creating a Team
Changing the Order of Shapes
Adding a Title
Inserting Pictures
Formatting an Organisation Chart
Adding Shape Data
Creating Shape Data Fields
Creating a Custom Shape and Stencil
Creating Master Shape Data Fields
Synchronising Subordinates

Organisation Chart Data

- Creating an Org Chart From Employee Data
- Creating an Org Chart From a New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies

Calendars

- Creating a Calendar
- Adding Appointments to a Calendar
- Adding a Multiday Event to a Calendar
- Adding Text to a Calendar
- Adding Art to a Calendar
- Adding a Thumbnail Month
- Formatting Calendars

Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating a Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking and Unlinking Tasks
- Adding and Deleting Tasks
- Adding Milestones
- Adding and Hiding Columns
- Navigating a Gantt Chart
- Formatting Task Bars
- Managing the Timescale
- Exporting From a Gantt Chart
- Importing Data Into a Gantt Chart
- Printing Gantt Charts

Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating a Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes and Phases
- Formatting Cross Functional Charts

Course Details:



Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
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Delivery Modes:

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At the completion of this workshop participants should be able to:

- work with the basic features of Visio
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- work with page tools
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with Gantt charts
- create and work with cross functional flowcharts

This workshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.