

Microsoft Visio

Duration: 1 Day · **Training format:** Virtual Classroom / Online

Description

Learn how to create visually compelling diagrams, maps and drawings using Microsoft Visio. Our expert instructors will teach you to quickly and easily integrate structured business graphics into documents and presentations to communicate ideas in a more effective and compelling way. Learn advanced shape properties and interactions, create custom shapes and stencils, use styles, connect to external data sources, and set custom properties and behaviours.

In today's workplace, visual diagrams are an essential part of communication from road maps to sales flows to process charts.

Visio provides an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. You will create visually engaging diagrams, maps, and drawings using graphical elements to make information easier to comprehend.

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Outline

The Basics

- Getting Started
- Creating a New Drawing
- Saving a Drawing
- Opening a Drawing

Your First Drawing

- Understanding the Shapes Pane
- Adding Shapes to a Drawing
- Connecting Shapes
- Using Drag and Drop
- Using Cut, Copy, and Paste
- Using Undo and Redo

Working with Shapes

- Selecting Shapes

- Moving Shapes
- Rotating Shapes
- Resizing Shapes
- Duplicating Shapes
- Deleting Shapes

Formatting Shapes

- Applying a Shape Style
- Changing the Fill Color
- Changing the Line Color
- Adding Effects

Arranging Shapes

- Using Auto Align
- Using Auto Space
- Using Auto Align & Space
- Changing the Layout of the Page
- Rotating the Diagram

Formatting Text

- Changing the Font Face, Size, and Color
- Applying Text Effects
- Using the Text Dialog
- Changing Text Alignment
- Rotating Text

Inserting Art and Objects

- Inserting Online Pictures
- Inserting Local Pictures
- Inserting Charts
- Inserting CAD Drawings
- Inserting Text Boxes

Formatting the Page

- Changing the Theme of the Current Page
- Choosing a Variant for the Current Page
- Applying a Page Background
- Adding Borders and Titles

Managing Pages

- Inserting Pages
- Browsing Through Pages
- Renaming Pages
- Deleting Pages
- Creating Background Pages

The Finishing Touches

- Checking Spelling
- Modifying Page Size
- Modifying Page Orientation
- Using Page Setup
- Adding Headers and Footers

Creating Workflow Diagrams

- Creating a Workflow Diagram
- Adding Shapes
- Importing and Exporting Workflows

Creating Organization Charts

- Creating an Organization Chart Manually
- Creating an Organization Chart with the Wizard
- Adding Shapes Adding Images
- Changing the Shape Style
- Modifying the Layout
- Modifying Positioning
- Creating and Using a Synchronized Copy
- Comparing Charts

Printing and Sharing Your Drawings

- Using Presentation Mode
- Saving a Drawing as PDF or XPS
- Saving a Drawing as an Image
- Printing a Drawing
- E-Mailing a Drawing
- Sharing Your Drawings on OneDrive, Twitter, and Facebook

Customizing the Interface

- Expanding and Collapsing the Ribbon
- Customizing the Quick Access Toolbar

- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes