

## Visio 2016 Introduction

**Length:** 1 Day

**Summary:** To learn basic features of Microsoft Visio: using stencils, adding and modifying and linking shapes, working with text.

**Experience Needed:** This course assumes no previous experience of Microsoft Visio. However, candidates should be familiar with Microsoft Office and Windows operation system.

**Who should attend:** Delegates who need an overview of Microsoft Visio and plan to progress to an Intermediate course.

### COURSE CONTENT

#### 1: USING VISIO BASICS

- Starting Visio
- Using Stencils
- Using Toolbars
- Using the Shape Explorer
- Moving Between Pages in a Drawing
- Adding, Reordering, and Deleting Pages
- Saving a Visio File
- Using Print Preview
- Using Page Setup
- Printing a Drawing

#### 2: CREATING A DRAWING

- Starting a Drawing
- Adding Master Shapes to a Drawing
- Selecting Shapes
- Zooming In and Out in the Drawing

#### 3: CONNECTING SHAPES

- Understanding Shapes Components
- Using Connectors
- Connecting Shapes Automatically
- Manipulating Connectors
- Using the Connector Tool
- Using Control Handles
- Adding Connection Points

#### 4: WORKING WITH TEXT

- Adding Text to Shapes
- Creating Text-Only Shapes
- Editing Existing Text
- Modifying a Text Block
- Formatting Text

#### 5: WORKING WITH SHAPES

- Using the Drawing Tools
- Resizing Shapes
- Formatting Shapes
- Moving Shapes
- Copying Shapes

#### 6: MANIPULATING SHAPES

- Rotating Shapes
- Aligning Shapes
- Distributing Shapes
- Creating and Using Guides

#### 7: ALTERING SHAPES

- Changing the Stacking Order of Shapes
- Grouping and Ungrouping Shapes
- Changing Page Shapes Colors Using Themes