

Soft-Train



*At Soft-Train
Technology Works*

Beginning Microsoft Visio (1 Day) ST85058

COURSE GOAL: Introduce Visio users to the basic capabilities of Visio.

PREREQUISITES: Beginning Windows, and/or equivalent.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Start Visio
- Draw in Visio
- Modify Shapes
- Create Diagrams

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Start a new drawing
<input type="checkbox"/>	<input type="checkbox"/>	Format Shapes
<input type="checkbox"/>	<input type="checkbox"/>	Work with Text
<input type="checkbox"/>	<input type="checkbox"/>	Work with Drawing Pages
<input type="checkbox"/>	<input type="checkbox"/>	Set Display Options
<input type="checkbox"/>	<input type="checkbox"/>	Create Diagrams
<input type="checkbox"/>	<input type="checkbox"/>	Combine Shapes
<input type="checkbox"/>	<input type="checkbox"/>	Use Connectors
<input type="checkbox"/>	<input type="checkbox"/>	Add Guides
<input type="checkbox"/>	<input type="checkbox"/>	Name the Basic Flowchart Shapes

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Getting Started with Visio

- A. Starting & Exiting Visio
- B. The Visio Screen
- C. The Ribbon and Backstage View
- D. The Quick Access Toolbar

II. Creating a Drawing in Visio

- A. Starting a Drawing in Visio
- B. What is a Shape?
- C. Adding and Resizing Shapes
- D. Modifying Shapes
- E. Modifying a 3-D Shape
- F. Arranging Shapes
- G. Formatting Shapes
- H. Drawing Your Own Shapes
- I. Moving the Shapes Window

III. Special Shape Operations

- A. Fragment Shapes
- B. Combining Shapes
- C. Shape Intersections
- D. Grouping and Ungrouping Shapes

IV. Text and Page Formatting

- A. Adding and Editing Text
- B. Connecting Shapes
- C. Displaying Line Jumps
- D. Background and Foreground Pages
- E. Changing the View
- F. Adjusting the Grid
- G. Page Setup & Printing

V. Creating Diagrams

- A. Using Templates
- B. Create an Organization Chart
- C. Flowchart Basics
- D. Creating A Basic Flowchart
- E. Creating A Cross Functional Flowchart

- F. Cause and Effect/Fishbone**
- G. Linking A Document to a
Master Shape**