



## Visio 2016

This course covers the basic features of Microsoft Visio. You will learn how to create customized visual representations of data such as diagrams, organization charts, maps and flowcharts to communicate a professional end result. This class will teach you the best practices and time-saving techniques for working more productively with Visio.

### Lesson 1 - Visio Basics

- Creating a New Diagram
- Examining the Visio Environment
- Saving & Closing a New Diagram
- Opening an Existing Diagram
- Using Zoom Commands
- Using Presentation Mode
- Hiding the Ribbon & Setting Visio Options
- Closing a Diagram and Exiting Visio

### Lesson 2 - Working with Stencils

- Introduction to Stencils
- Adding a Stencil to the Shapes Pane
- Creating a New Stencil
- Opening a Stencil
- Editing a Stencil
- Closing a Stencil

### Lesson 3 - Working with Shapes

- Adding a Shape to a Diagram
- Moving and Resizing Shapes
- Copying, Pasting & Deleting Shapes
- Aligning, Rotating, Grouping and Changing Shapes
- Adding Text to Shapes
- Searching for Shapes
- Layering Shapes
- Adding Callouts to a Diagram
- Adding Shapes to Containers
- Adding Shapes using Quick Shapes
- Connecting Shapes using AutoConnect
- Connecting Shapes Manually
- Working with Shape Data

## Lesson 4 - Formatting Shapes & Diagrams

- Adding a Fill Color to a Shape
- Changing Line Color, Width and Pattern
- Adding Shape Effects
- Using the Format Shape Pane
- Using Format Painter
- Formatting Text
- Formatting Text Using the Text Dialog Box
- Inserting Online Images
- Inserting Images from your Computer
- Applying a Theme to a Diagram
- Applying Quick Styles to Shapes
- Adding a Hyperlink to Shapes
- Adding a ScreenTip to Shapes
- Adding Comments to a Shape

## Lesson 5 - Working with Measuring Tools

- Using Rulers and Grids
- Using the Dynamic Grid
- Modifying the Drawing Scale
- Using Snap & Glue
- Adding Guide Lines
- Adding Guide Points

## Lesson 6 - Working with Pages

- Changing Page Orientation
- Previewing a Document
- Modifying Page Size
- Adding, Removing and Renaming Pages
- Repositioning Pages
- Duplicating Pages
- Displaying Multiple Pages
- Adding a Background Page
- Adding a Borders & Title Background
- Using the Drawing Explorer Window
- Working with Layers
- Adding Headers & Footers
- Printing a Diagram

## Lesson 7 - Working with External Data

- Exporting Shapes and Diagrams as Graphics
- Exporting to a Web Page
- Publishing as a PDF
- Linking and Embedding Drawings
- Inserting External Files into Visio

## **Lesson 8 - Working with Templates**

- Creating a Diagram Using a Template
- Using Starter Diagrams
- Inserting an Organization Chart
- Modifying an Organization Chart
- Creating a Timeline Diagram
- Creating a Calendar
- Creating a Brainstorming Diagram
- Creating a Floor Plan Diagram

## **Lesson 9 - Workgroup Collaboration**

- Emailing a Diagram
- Sharing a Diagram with Others
- Sharing a Link to a Diagram
- Changing Diagram Properties
- Removing Personal Information
- Checking Document Compatibility