

Microsoft Visio 2016 Introduction

Course Description

This course is designed to provide participants with the skills to be able to create real-world drawings using the many shapes, stencils and templates provided with Microsoft Visio 2016.

Learning Outcomes

At the completion of Microsoft Visio 2016 Introduction you should be able to:

- work with the basic features of Visio
- open, create and work with stencils
- work with shapes
- join shapes using connectors
- create and modify containers
- 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

Prerequisites

Microsoft Visio 2016 Introduction 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.

Course Duration

The Microsoft Visio 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Getting to know Visio

- Starting Visio
- The Visio Screen
- Creating a new drawing from a Template
- Customising the Visio environment
- Saving a new drawing

Working with Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Creating a Custom Stencil
- Open, edit and close Stencils

Working with Shapes

- Placing Shapes from a Stencil
- Select, resize and move Shapes
- Copy, Cut and Paste Shapes
- Duplicate, rotate and flip Shapes
- Merge Shapes to create new Shapes
- Group and Ungroup Shapes
- Aligning Shapes
- Distributing Shapes
- Use Snap and Glue

Formatting Shapes

- Apply Quick Styles
- Formatting the Fill
- Formatting Lines
- Applying Effects
- Using the Format Painter
- Protecting Shapes

Working with Connectors

- Connecting Shapes
- Automatically Add Connected Shapes
- Insert and delete Shapes
- Adding Text to Connectors
- Working with Connection points
- Formatting Connectors

Containers

- Adding Containers
- Adding Shapes to a Container
- Format and Delete Containers

Working with Text

- Adding Text to Shapes
- Formatting Text
- Adding Text to the Page
- Editing Text
- Using Find and Replace
- Align and move Text
- Create Bulleted Lists
- Create Tables

Working with Pages

- Insert and name Pages
- Duplicate Pages
- Change page order
- Apply a Background Style
- Insert a Logo
- Assigning a Background Page to other pages

Page Tools

- Using the Pan and Zoom Tools
- Using Grids and Rulers
- Changing the Scale

Themes

- Apply a Theme
- Embellishing Shapes
- Create a Custom Theme

Work Collaboratively

- Adding Comments
- Commenting with Ink
- Co-authoring Drawings
- Sharing Drawings

Outputting Drawings

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

Organisational Charts

- Creating an Organisational Chart
- Adding Multiple Shapes
- 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 Organisational Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating Master Shape Data Fields

Organisation Chart Data

- Creating an Organisational Chart from Employee Data
- Creating an Organisational Chart from a new data file
- Adding Employee data
- Comparing Versions
- Create synchronised copies

Calendars

- Create a Calendar
- Adding Appointments
- Adding Events
- Adding Text to a Calendar
- Adding Art to a Calendar
- Formatting Calendars

Gantt Charts

- Understanding Gantt Charts
- Creating a Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking and Unlinking Tasks
- Adding and Deleting Tasks
- Adding Milestones
- Adding and Hiding Columns
- Formatting Task Bars
- Managing the Timescale
- Export from a Gantt Chart
- Import Data into a Gantt Chart
- Printing Gantt Charts

Cross Functional Flowcharts

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