Microsoft Visio 2019 Introduction

Duration: 1 Day

On completion of this Visio course delegates will have a working knowledge of Visio flowcharts and be confident in using Visio's features

Getting Started

- Creating new drawing files
- Using templates
- Working with stencils and shapes
- Page Setup
- Gridlines and Rulers

Drawing Basics

- Drawing shapes
- Drawing lines
- Formatting shapes and lines
- Resizing, moving, copying shapes
- Rotating, positioning, aligning shapes
- Using guides and grids
- Using the size and position box
- Working with containers

Working with Text

- Adding text to shapes
- Formatting text
- Editing text
- Placing text directly on the page

Connectors

- Manual connection
- Automatic connection
- Adding text to a connector
- Using the flowchart stencils

Organisation Charts

- Creating organisation charts
- Formatting organisation charts
- Splitting organisation charts
- Adding photographs

Working with Pages

- Renaming pages
- Inserting and deleting pages
- Foreground and background pages
- Creating background pages
- Headers and footers

Other Useful Tools

- Adding comments and mark-up
- Hyperlinks
- Off-page references
- Screen show
- Copying drawings to Word

Printing and Page Setup

- Setting the paper size
- Setting the drawing scale
- Printing drawings