

Microsoft Visio 2016 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

Drawing Basics

- Drawing shapes
- Resizing, moving, copying shapes
- Aligning shapes
- Using Guides
- Using the Size and Position box
- Working with Containers

Formatting Shapes

- Formatting toolbar and dialog boxes

Working with Text

- Adding text to shapes
- Adding text to the drawing

Flowcharts

- Using the Flowchart stencils
- Using Connectors
- Automatic connectors

Working with Pages

- Inserting and deleting pages
- Foregrounds and Backgrounds
- Creating VBackground pages
- Inserting fields

Page Setup

- Setting the paper size
- Setting the drawing scale
- Adding headers and footers

Organisation Charts

- Creating organisation charts
- Formatting organisation charts
- Splitting organisation charts

Printing

- Printing drawings
- Copying drawings to Word

Pictures

Inserting photographs