

## Microsoft Visio Foundation Course Outline

**Duration:** 1 Day

**Objectives:** In this course, attendees will learn fundamental skills while creating several types of diagrams using Visio Standard. Attendees will create a block diagram, a basic and a cross-functional flowchart, an organization chart and a multi page diagram.

**Pre-requisites:** Keyboard experience and ideally have a good working knowledge of Windows.

### ● Overview of Visio

- Visio Templates and Documents
- Elements of the Visio Window
- Visio Navigation
- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

### ● Basic Skills: Creating a Basic Diagram

- Using Stencils
- Dragging Shapes from Stencils
- Managing Stencils and Finding Shapes
- Drawing Properties
- Manipulating Shapes
- Resizing and Rotating Shapes
- Adding Text
- Adding Text to Shapes
- Rotating Text Separately
- Formatting Shape Text
- Adding Stand-Alone Text
- Text and Fill Colours
- Creating Custom Colours
- Adding Patterns
- Adding Drop Shadows

### ● Creating a Multi Page Diagram

- Copying Shapes
- Repeat Duplication
- Foreground and Background Pages
- Applying a Background Page to a Foreground Page
- Page Styles
- Managing Shapes
- Formatting Lines
- Resizing and Relocating with Precision
- Hiding Connection Points and the Grid

### ● Flowcharts

- Connecting Shapes
- Connecting On Drop
- Cloning Shapes
- Point-to-Point Connections
- Shape-to-Shape Connections
- Routing Connectors
- Line-Curve Connectors
- Applying Colour Schemes
- Grouping & Stacking Order
- Aligning and Distributing Shapes

### ● Organization Charts

- Creating an Organization Chart
- Adding and arranging Subordinate Shapes
- Editing/Adding Custom Properties
- Organization Chart Data Wizard
- Creating an Organization Chart from Data
- Navigating a Multi-Page Organization Chart
- Hiding Subordinates
- Breaking Down an Organization Chart
- Navigating Linked Pages
- Changing Styles
- Changing Spacing
- Organization Chart Data Wizard
- Creating a Cross-Functional Flowchart
- Cross-Functional Flowchart Setup

If time permits:

### ● Floor Plan

- Creating an Office Layout
- Adding Space and Walls
- Adding Doors and Windows
- Resetting the Ruler Zero Point