

Microsoft Visio Introduction

OBJECTIVES

Learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. Create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, you'll learn how to create network and brainstorming diagrams, set shape properties, and create reports.

Duration: 1 Day

1. GETTING STARTED

- The Visio interface
- Windows, stencils, and objects

2. DRAWING TOOLS

- Basic shapes and lines
- Compound lines
- Editing objects

3. BASIC DIAGRAMS

- Planning a diagram
- Creating a basic diagram
- Working with text
- Organization charts

4. FORMATTING DRAWINGS

- Formatting text
- Formatting shapes and lines

5. WORKING WITH PAGES

- File and print properties
- Working with background pages
- Working with links

6. NETWORK AND BRAINSTORMING DIAGRAMS

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

7. CUSTOMIZATION AND REPORTING

- Layout and connection techniques
- Shape properties
- Reporting