

Microsoft Visio 2013

General Description

The skills and knowledge acquired in Microsoft Visio 2013 are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

Outcomes

At the completion of this course participants will be able to:

- work with the basic features of Visio
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- 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.



Course Details

Duration: 2 days

Starting time: 9am

Finishing time: 4.30pm

 **1300 86 87246**

1300 TO TRAIN

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

Course Outline

- **Getting To Know Visio 2013**
 - Starting Visio In Windows 8
 - Understanding The Start Screen
 - Creating A New Drawing From A Template
 - The Visio Screen
 - How Microsoft Visio 2013 Works
 - Using The Ribbon
 - Minimising The Ribbon
 - Understanding The Backstage View
 - Accessing The Backstage View
 - Using Shortcut Menus
 - Understanding Dialog Boxes
 - Launching Dialog Boxes
 - Understanding The Quick Access Toolbar
 - Adding Commands To The QAT
 - Understanding The Status Bar
 - Customising The Status Bar
 - Saving A New Drawing
 - Exiting Safely From Visio
- **Working With Stencils**
 - Understanding Stencils
 - The Shapes Window
 - Quick Shapes
 - Using Quick Shapes
 - Creating A Custom Stencil
 - Opening A Stencil
 - Editing A Stencil
 - Closing A Stencil
- **Working With Shapes**
 - Placing Shapes From A Stencil
 - Selecting Shapes
 - Resizing Shapes
 - Moving Shapes
 - Copying, Cutting And Pasting Shapes
 - Duplicating Shapes
 - Rotating And Flipping Shapes
 - Ordering Shapes
 - Merging Shapes To Create New Shapes
 - Grouping And Ungrouping Shapes
 - Aligning Shapes
 - Aligning Shapes Using The Dynamic Grid
 - Distributing Shapes
 - Changing Shapes
 - Using Snap And Glue
- **Formatting Shapes**
 - Applying Quick Styles
 - Formatting The Fill
 - Formatting Lines
 - Applying Effects
 - Using The Format Painter
 - Using Undo And Redo
 - Protecting Shapes
- **Working With Connectors**
 - Connecting Shapes
 - Automatically Adding Connected Shapes
 - Connecting Existing Shapes
 - Inserting And Deleting Shapes
 - Adding Text To Connectors
 - Changing Connectors
 - Working With Connection Points
 - Formatting Connectors
- **Containers**
 - Adding Containers
 - Adding Shapes To A Container
 - Formatting Containers
 - Deleting Containers
- **Working With Text**
 - Adding Text To Shapes
 - Formatting Text
 - Adding Text To The Page
 - Editing Text
 - Using Find And Replace
 - Aligning Text
 - Moving Text
 - Creating Bulleted Lists
 - Creating Tables
 - Spell Checking Text

Course Outline

➤ Working With Pages

- Inserting Pages
- Naming Pages
- Duplicating Pages
- Changing Page Order
- Deleting Pages
- Applying A Background Style
- Adding Headers And Footers
- Inserting A Logo
- Assigning A Background Page To Other Pages
- Page Size And Orientation

➤ Page Tools

- Understanding Page Tools
- Zooming
- Panning
- Using The Pan & Zoom Window
- Displaying Grids And Rulers
- Changing Grids And Rulers
- Setting Guides And Guide Points
- Using Guides And Guide Points
- Working With Rulers
- Changing The Scale

➤ Themes

- Understanding Themes
- Applying A Theme
- Applying A Theme Variant
- Highlighting Shapes With Quick Styles
- Embellishing Shapes
- Creating A Custom Theme
- Creating Custom Theme Colours

➤ Working Collaboratively

- Adding Comments
- Working With Comments
- Using The Comments Pane
- Commenting With Ink
- Co-authoring Drawings
- Saving To SkyDrive
- Sharing Drawings
- Opening Shared Drawings

➤ Outputting Drawings

- Using Print Preview
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

➤ Organisation Charts

- Creating An Organisation Chart From Scratch
- Adding Multiple Shapes
- Changing A Position Type
- 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 Organisation Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating A Custom Shape And Stencil
- Creating Master Shape Data Fields

➤ Organisation Chart Data

- Creating An Org Chart From Employee Data
- Creating An Org Chart From A New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Subordinates

➤ Calendars

- Creating A Calendar
- Adding Appointments To A Calendar
- Adding A Multi-day Event To A Calendar
- Adding Text To A Calendar
- Adding Art To A Calendar
- Adding A Thumbnail Month
- Formatting Calendars

Course Outline

➤ Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating A Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking And Unlinking Tasks
- Adding And Deleting Tasks
- Adding Milestones
- Adding And Hiding Columns
- Navigating A Gantt Chart
- Formatting Task Bars
- Managing The Timescale
- Exporting From A Gantt Chart
- Importing Data Into A Gantt Chart
- Printing Gantt Charts

➤ Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating A Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes And Phases
- Formatting Cross Functional Charts