Visio – Customising Drawings

Bay Software Consultancy Ltd

Duration: 1 Day

Description

This one-day course builds on the skills learnt in the **Visio – Creating Basic Drawings** course. It provides a brief review of creating a basic drawing then expands on the tools available for working with shapes and managing drawings. In addition, the course covers using the following specific diagram types: Process Diagrams; Cross-Functional Flowcharts and Organisation Charts.

Prerequisites

- Visio - Creating Basic Drawings

Who Should Take This Course?

Users of Visio 2010 who already create drawings and want to do more with the Visio tools and explore some of the diagram types. This course covers Process diagrams, Cross-Functional Flowcharts and Organisational Charts.

Objectives

- ✓ Review of Visio 2010 Basics
- ✓ Apply and create background pages
- ✓ Add symbols, screen tips and hyperlinks to shapes
- ✓ Use containers to work with shapes
- ✓ Use callouts in a diagram
- ✓ Understand layers
- ✓ Create Process Diagrams
- ✓ Create Cross-Functional Flowcharts
- ✓ Create Organisation Charts

Outline

Basic Drawing Review
Create a drawing
Add and connect shapes

Working with Page Backgrounds
Adding a background to a single page
Creating a master background page
Applying and editing a master background page
Removing a master background page

Doing More with Shapes
Using Paste Special
Adding symbols
Adding ScreenTips
Adding Hyperlinks
Adding data to shapes

Working with Containers
Adding a container
Using the Container Tools – Format Tab
Resizing a container
Adding shapes to a container
Removing shapes from a container
Disbanding the container

Formatting Containers
Choosing a container Style
Choosing a heading style
Selecting a container's contents
Locking a container

Adding a Callout
Inserting and moving a Callout
Changing the position of the callout line
Resizing a callout
Changing the callout style

Using Layers
Adding a layer
Showing and hiding layers
Activating a layer
Preserving Group Member layers
Colouring and locking layers

Creating Process Diagrams
Creating a Process Diagram
Creating new subprocesses
Linking subprocesses
Editing subprocess links

Creating Cross-Functional Flowcharts
Adding swimlanes and separators
Changing diagram orientation and direction
Modifying swimlane margins
Choosing a flowchart style
Modifying flowchart elements

Creating Organisation Charts
Creating an Organisation Chart
Modifying the layout
Changing the spacing
Arranging shapes
Modifying positioning