

Visio – Creating Basic Drawings

Duration: 1 Day

Description

This one-day course has been designed to introduce the concepts of creating drawings using Microsoft Visio as the drawing tool. Participants will learn how to create a drawing, how to modify and change drawings, and also how to use the drawing templates. In addition, participants will become familiar with the viewing options for working with a drawing on the screen.

Prerequisites

- A familiarity with other computer applications

Who Should Take This Course?

New users of Visio 2010 and those who want to gain a fuller understanding of Microsoft Visio.

Objectives

- ✓ Understand the Visio 2010 Interface
- ✓ Create a Visio drawing
- ✓ Understand templates and stencils
- ✓ Add shapes to a drawing
- ✓ Use connectors
- ✓ Customise the dynamic grid and drawing tools
- ✓ Use cut, copy, paste, find and replace
- ✓ Format shapes
- ✓ Manage shapes with alignment, rotation and grouping
- ✓ Work with text and text blocks
- ✓ Use freeform shapes
- ✓ Use Visio's viewing tools
- ✓ Work with pages
- ✓ Prepare a drawing for printing
- ✓ Print and share your drawing.

Outline

Starting Out

- Introducing Visio
- Overview of the Visio interface
- The File menu and mini toolbar
- Opening, saving and using recent files

The Visio 2010 Environment

- Using the Quick Access Toolbar
- Working with the ribbon interface
- Getting help in Visio

Creating a Drawing

- Planning a drawing
- Creating a new Visio drawing
- Using the Visio templates and sample files
- Adding connectors
- Point to Point vs Dynamic connectors

Building A Drawing

- Using the Shapes Pane
- The Document Stencil
- Customising the workspace
- Using cut, copy, paste, undo and redo
- Using find and replace

Formatting Shapes

- Changing fill and line colour
- Using the Format Painter
- Adding shadows to shapes
- Aligning and distributing shapes

Arranging Shapes

- Duplicating shapes
- Grouping shapes
- Rotating shapes

Using Text and Text Blocks

- Formatting text
- Aligning and indenting text
- Drawing a text block
- Formatting and arranging text blocks

Using Drawing Tools

- Creating freeform shapes
- Resizing and moving freeform shapes
- Rotating and deleting freeform shapes

Viewing Your Drawing

- Changing the View Settings
- Using the Pan & Zoom Window

Working with Pages

- Navigating between pages
- Naming pages
- Changing page order

Sharing Drawings

- Preparing a drawing for sharing
- Using Spell Check
- Changing the diagram and theme
- Emailing and printing drawings