

# Introduction to Visio

## Course Objectives:

This course is designed to provide the user with the skills for creating Visio flowcharts and diagrams. It is aimed at new or recent Visio users who want to learn the basic essentials of the product.

## Course Contents

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| <b>Introduction</b>            | An introduction to Visio, displaying and hiding toolbars, menus, opening closing and saving drawings, the help system and the standard opening dialogue boxes.   |
| <b>Visio Templates</b>         | An overview of the common templates  |
| <b>The Visio Screen</b>        | An overview of the Visio screen including the standard toolbars. How to find what you need.  |
| <b>Changing to Landscape</b>   | How to ensure that the drawing will fit onto the page. This leads directly into and complements the following topic.   |
| <b>Planning the diagram</b>    | A discussion and practical session which will illustrate the need for and objectives of planning the diagram in advance of creating it.  |
| <b>Centre Drawing</b>          | How to centre the drawing on the screen.   |
| <b>The Grid</b>                | Understanding and using the inbuilt Visio Grid.  |
| <b>Drawing shapes by hand</b>  | How to identify and use the basic freestyle drawing shapes.  |
| <b>Stencils</b>                | Finding and selecting an appropriate stencil set. Using the stencil set once selected.   |
| <b>Working with shapes</b>     | Using shapes to create and edit a diagram or flowchart. Linking shapes and understanding the difference between dynamic and static glue. Adding, formatting and editing text within shapes. Applying shadows and colours to shapes to enhance the diagram. |
| <b>Exporting Visio to Word</b> |  |

**Course Details** This is a one-day introductory course running from 9:30 am - 4:30 pm. Courses run at both Swansea and Cardiff locations.

**Prerequisites** To gain the maximum benefit from this course an attendee should have a basic knowledge of Windows and be able to use the mouse.