



Microsoft Visio 2016

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

The skills and knowledge acquired in Microsoft Visio 2016 are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

What You Will Learn:

At the completion of this course participants should 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 Content

The course covers:

Getting to Know Visio 2016

- Starting Visio in Windows 10
- Understanding the Start Screen
- Creating a New Drawing From a Template
- The Visio Screen
- How Microsoft Visio 2016 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



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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

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 and 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
- Coauthoring Drawings
- Saving to OneDrive
- 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



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- Exporting Data
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Subordinates

Calendars

- Creating a Calendar
- Adding Appointments to a Calendar
- Adding a Multiday Event to a Calendar
- Adding Text to a Calendar
- Adding Art to a Calendar
- Adding a Thumbnail Month
- Formatting Calendars

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

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

This course assumes no prior knowledge of Microsoft Visio. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

This is the most advanced Visio course

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course