PHOENIX
SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

Microsoft Visio 2013 Introduction / Beginners Training

Visio 2013 Advanced Course Objectives

After the course, you will be able to:

- Create New Files
- Create Process Maps
- Create Organisational Charts
- Create Multilayer Maps

Audience

This course is designed for new Visio 2013 users, or users that are self-taught. The course will cover all aspects of creating new basic to complex Visio drawings**.**

Course Prerequisite

No previous experience on Visio is required to attend the course. You must have basic windows, keyboard and mouse skills.

Course Duration

This is a 1 day Visio 2013 Introduction Course. The course starts at 09:30 and runs until 16:30

Visio 2013 Course Locations / Schedule

This course can be run at our Visio training Centre or any preferred location in the UK. The course can be held on a date that suits you.   We do not run public scheduled courses.

Getting Around Visio

- Visio Professional Overview
- The User Interface

- The ribbons and toolbars
- File tab
- Starting a New blank File
- New file from template
- Standard File Types
- Zoom Settings
- The shapes pane
- Other panes
- Opening a Stencil

Drawing Basic shapes

- Using the Drawing Tools
- Drawing precise shapes (size and position Pane)
- Selection Techniques
- Adding shapes from stencils
- Scale and Resize Objects
- Duplicate Objects
- Align Objects
- Distribute Objects
- Group Shapes
- Rotate Objects
- Connected Drawings
- Create containers

Other mouse tools

- Pointer tool
- Connector tool
- Connection point tool
- Text tool
- Rotate tool

Creating Flow Diagrams

- Tips for Flowcharting

- Using the Auto connect feature
- Turning auto connect on/off
- Adding a stencil
- Understand Master Shapes
- Placing Shapes
- Connecting Shapes
- Line Jumps
- Create a Universal Connector
- Text Features
- Add Text To Shapes
- Adjust Text Blocks
- Enhance Drawing Elements
- Format Text
- Format Text Blocks
- Format Shape Fills
- Format Lines and outlines
- Use themes
- Use format effects
- Create a Workspace File
- Replace a Shape

Network Diagrams

- Start a New File
- Creating Background Pages
- Format background pages
- Add items to background pages (i.e. Logo)
- Applying Background Pages
- Insert and work with Fields
- Import Graphics
- Setting Snap and Glue Options
- Use Typology Shapes

- Print Your Diagrams
- Use grid and Guides
- Set grid and Guide sizes
- Customise Shapes
- Adding Shape information
- Generate Property Data Reports
- Link Pages
- Link to Other Files
- Create and use layers
- Add screen tips to a shape
- Add a border and title
- Use the re-layout tool
- Create and use data graphics
- Create sub processes

Other document options

- Create floor plans
- Create electrical diagrams
- Create organisation charts
- Create schedules

Custom Features

- Creating Custom stencils
- Creating a Custom Master Shape
- Add custom Shapes
- Create a Style
- Create a Single Element Style
- Set Page options
- Set scaling
- Set Printing options
- Use reports

- Spellchecking
- Reviewing and commenting
- Create a Template