

## Working with Microsoft Visio

*A 1-day Course*

**Course Aims:** This 1-day course is designed to provide Participants with a solid foundation upon which to build skills in using Visio.

Participants will learn the fundamentals of working with Visio through the many practical exercises in the course.

Participants will create Process Flow Diagrams, Flowcharts, Organisation Charts that apply to other type of Diagram.

**Who should attend:** Intending, new or recent Visio users who want to learn the essentials of this Microsoft software application in a short space of time.

**Duration:** *One Day*

**Equipment:** Delegates can bring their own laptops equipped with their development environment and programming tools of choice.

Alternatively, Trigraph can supply suitable systems.

**Course prerequisites:** A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "PC Fundamentals" course.



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### **Content:**

#### **Visio Introduction**

About Visio • Business Drawings • Sample Visio Drawings

#### **Getting Started with Visio**

Starting Visio • About Visio Solutions • Visio Screen Layout • Wizards • About Starting a Drawing • Menus • Undoing a Command • Dialogue Boxes • Standard Toolbar • Exiting from Visio

#### **Getting Assistance with Visio**

Context Specific Help • The Help Menu

#### **File Operations**

Saving Drawings • Closing Drawings • Opening Drawings • Finding Files

#### **Working with Shapes**

Placing Shapes • Resizing Shapes • Moving Shapes • Copying Shapes • Arranging Shapes • Distributing Shapes • Grouping Shapes

#### **Using the Drawing Tools**

Using Visio Drawing Tools • Rotating and Flipping Shapes • Formatting Shapes • Adding Colour

#### **Working with Stencils and Text**

Docked and Floating Stencils • Connecting Shapes • Dynamic Glue • Adding and Editing Text • Adding Text to Drawings • Zooming In and Out • Panning

#### **Using Styles**

#### **Multiple Page Diagrams**

Inserting New Pages • Deleting Pages • Renaming Pages • Reordering Pages • Linking Shapes • Hyperlinking

#### **Finishing a Diagram**

Spell Checking a Page • Inserting Fields • Using Print Preview • Printing a Diagram

#### **Creating Flowchart Diagrams**

#### **Creating Cross Functional Flowcharting**

#### **Creating Organisation Charts**

#### **Customizing Visio Stencil**



12 Lower Hatch St  
Dublin 2, Ireland  
Tel: +353 1 639 0050  
Fax: +353 1 8101929  
Email: [info@trigraph.ie](mailto:info@trigraph.ie)  
Web: [www.trigraph.ie](http://www.trigraph.ie)