Introduction to Visio

Visio helps you visualize, document, and share ideas with charts and diagrams. In this workshop, you will learn how the simple, flexible tools in Microsoft Office Visio can help you easily create business and technical charts and diagrams that capture your inspiration.

You will learn:
- diagramming skills,
- manipulating shapes and text, connecting and managing shapes,
- And how to create a flowchart, an organization chart and a workflow diagram.

WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 41 | FEE: $350 + GST

Topics and Skills

INTRODUCTION
- What does Visio Do?
- Creating a new project
- Creating a Visio project from a template
- Explore the Visio Window

USING VISIO TEMPLATES
- Basic flowchart
- Workflow diagram
- Charts and graphs

DRAWING WITH VISIO
- Using drawing tools
- Formatting lines
- Creating and formatting basic shapes

SETTING UP PAGES
- Creating a new page
- Renaming pages
- Rotating pages
- Changing backgrounds

RULERS AND GRIDS
- Working with rulers
- Using Grids

PREVIEWING AND PRINTING
- Use print preview
- Printing documents
- Printing drawings and shape sheets

STENCIL AND TEMPLATE APPLICATIONS
- Opening a stencil
- Creating stencil files
- Editing stencils
- Using the shape explorer

SIZING, POSITIONING AND DUPLICATING SHAPES
- Sizing and positioning
- Scaling shapes
- Moving shapes

CONNECTING SHAPES
- 3 types of connections
- Dynamic glue
- Modifying connection points

FORMATTING SHAPES
- Quickly formatting shapes
- Editing colors
- Restoring a shapes size
- Align and distribute shapes

SHAPE GROUPS
- Grouping and ungrouping shapes
- Changing an shape group

SHAPE OPERATIONS
- Combing shapes
- Uniting shapes
- Trimming shapes

WORKING WITH TEXT
- Basic text functions
- Formatting and aligning text
- Setting paragraph characteristics
- Working with tabs and numbering

Basic Skills Checklist

No previous knowledge of Visio is required before attending this workshop. Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents with Windows Explorer. We require that you have knowledge in at least one other Microsoft Office Application before attending this workshop.

Call Now or Visit Our Website to Register

Toronto	**(416) 929-8324 (Dial 1 For Customer Service)**
Toll Free	**1800-654-3251**
Register Online	**www.edtech.ca/course.asp?id=41**