

## About this course

Visio helps you to create technical and business diagrams such as flowcharts, organisation charts, timelines and room plans.

This course teaches you how to draw, format and connect shapes to create diagrams. You'll learn all the skills to create a professional look efficiently and quickly.

## What you'll learn

### The Basics

- The Visio Screen
- The Ribbon
- Backstage View
- Shortcut menus
- Using a template

### Quick Access Toolbar (QAT)

- Adding/removing buttons
- Moving the QAT

### Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Creating a custom stencil
- Opening a stencil
- Editing a stencil

### Shapes

- Placing shapes from a stencil
- Resizing shapes
- Moving shapes
- Copying & pasting shapes
- Rotating shapes
- Ordering shapes
- Merging shapes
- Grouping shapes
- Aligning shapes
- Distributing shapes
- Changing shapes

### Formatting Shapes

- Applying Quick Styles
- Formatting the fill
- Formatting lines
- Applying effects
- Using the Format Painter

### Connectors

- Connecting shapes
- Adding text to connectors
- Changing connectors
- Connection points
- Formatting connectors

### Working with Text

- Adding text to shapes
- Formatting text
- Adding text to the page
- Aligning & moving text
- Creating tables

### Organisation Charts

- Creating organisation charts
- Changing a position type
- Changing the layout
- Creating a team
- Changing shape order
- Adding a title
- Formatting charts

### Working with Pages

- Inserting & naming pages
- Duplicating pages
- Deleting pages
- Applying a background style
- Adding headers & footers
- Inserting a logo
- Assigning background pages
- Page size and orientation

### Outputting Drawings

- Using Print Preview
- Printing drawings
- Emailing drawings

## Get in touch

fiona@oncourse.im 

07624 344304 

www.oncourse.im 

