

Visio: Essentials

Category: Microsoft Office, Microsoft Visio

Course Duration

1 Day Classroom Training or Online

Our course timings are 09:30 - 16:30.

Getting Started

- Overview of Visio
- The Interface
- Creating Files
- Changing Views
- Navigating Pages
- Manipulating Stencils
- Selection Techniques
- Scaling/Resizing

Basic Techniques

- Drawing Shapes
- Reshaping
- Drawing Lines
- Drawing With Precision
- Size & Positioning
- Duplicating Objects
- Aligning/Distributing
- Connected Drawings
- Rotating Objects

- Changing the Stacking Order of Shapes

Flow Diagrams

- Connecting Shapes
- Understanding Connectors and Glue
- Adding Text to Shapes
- Creating Text only Shapes
- Modifying a Text Block
- Formatting Text
- Copy and Pasting Shapes
- Formatting Shapes
- Dynamic Shapes

Graphics

- Importing Graphics
- Manipulating Graphics
- Creating Stencils

Printing Drawings

- Using Print Preview
- Using Page Setup
- Creating Headers and Footers
- Printing a Drawing
- Copying a Drawing to another Application

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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