



Microsoft Visio Introduction

Introduction

- Tour the Visio Interface
- Understand file types for Visio
- Open additional stencils
- Navigation and zoom techniques

Work with Shapes and Text objects

- Draw shapes using the drawing tools
- Draw lines
- Duplicate, align and distribute shapes
- Group shapes
- Stack shapes
- Rotate shapes
- Work with text blocks
- Format shapes

Create & work with Flowchart Diagrams

- Connect shapes using dynamic and static glue
- Add and edit connection points
- Glue shapes to guides
- Create flowchart diagrams
- Enter and view shape's custom properties
- Inserting swim lanes

Create and work with Organization Chart Diagrams

- Create organization charts
- Insert Pictures

Finishing your drawings and sharing

- Adding backgrounds
- Applying Themes
- Center drawings on the page
- Insert Headers and Footers
- Publishing your drawings as PDF & Web

Visio is a powerful tool for creating a wide range of diagrams. In our Introduction course, you'll learn how to build the most popular diagram types, including flowcharts and organisation charts. You'll also explore additional diagram styles and learn how to prepare your work for sharing and publishing.

