DETAILED COURSE OUTLINE

OPENING AND CLOSING VISIO

- Opening Visio
- Understanding the Interface
- Using Backstage View
- Creating a Blank Drawing
- Closing Visio

WORKING WITH FILES

- Saving Files
- Opening Files
- Closing Files
- Switching Between Files

SETTING UP YOUR SCREEN

- Showing and Hiding Screen Elements
- Adding a Guide
- Moving or Deleting a Guide
- Changing Ruler and Grid Settings

YOUR FIRST DRAWING

- Finding the Required Shape
- Placing the Shape in the Drawing
- Adding Text to a Shape
- Resizing, Moving, and Deleting Shapes
- Using the Tools Group

FORMATTING SHAPES

- Changing the Outline
- Changing the Fill
- Adding Shadows
- Changing Line Types and Ends
- Modifying Corners

FORMATTING BLOCKS OF TEXT

- Setting the Alignment
- Changing the Indent
- Changing Paragraph Spacing
- Adding Bullets
- Rotating Text

FORMATTING YOUR DRAWING

- Selecting Multiple Objects
- Using the Format Painter
- Applying a Theme
- Using Backgrounds
- Using Borders and Titles
- Changing Your Layout

DIFFERENT TYPES OF VISIO DRAWING

- Understanding Visio Definitions
- Creating Calendars
- Creating Maps
- Flowcharts
- Creating Organization Charts
- Using Perspective
- Network Diagrams
- Marketing Diagrams
- Create Work Flow Diagrams
- Create Fishbone (Cause and Effect) Diagrams
- Project Management Diagrams
- Gantt Charts
- PERT Charts
- Floor Plans

WORKING WITH STENCILS AND SHAPES

- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil
- Controlling Shape Placement

ADVANCED CUSTOM SHAPE DESIGN

- Using Quick Shapes
- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes

LAYERS

- Understanding Layers
- The Layer Properties Dialog Box
- Working with Existing Layers
- Hiding or Showing a Layer
- Activating a Layer
- Creating Layers
- Renaming and Removing Layers
- Assigning Shapes to Layers
- Assigning Color to a Layer
- Protecting a Layer from Changes
- Printing Only the Layers You Want

MULTI-PAGE DRAWINGS

- Adding Pages to a Drawing
- Arranging Pages
- Working with Background Pages
- Hyperlinking Between Pages

CREATING TECHNICAL LAYOUTS

- Drawing with Precision
- Setting a Drawing Scale
- Working with Building Plan Layouts

WORKING WITH DATA GRAPHICS

- About Data Graphics
- Using the Data Selector Wizard
- Applying Data Graphics
- Editing Data Graphics
- Data Graphic Legends

THE SHAPESHEET

- Viewing the ShapeSheet
- Modifying ShapeSheet Data
- Using a Formula in the ShapeSheet

DETAILED COURSE OUTLINE (CONT.)

ADDING THE FINISHING TOUCHES!

→ Validating Your Drawing
→ Using the Page Setup Group
→ Saving Your Drawing as a Picture
→ Printing Your Drawing
→ E-mailing Your Drawing

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.