Microsoft Visio 2013

DURATION : 1 day

CODE : SOL\VI\BS13

COURSE OBJECTIVE

In this course, you will design, modify, and manage basic diagrams. You will:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Build organization charts.
- Design a floor plan.
- Build a cross-functional flowchart.
- Design a network diagram.
- Style a diagram.

WHO SHOULD ATTEND

- This course is intended for anyone who wants to improve his knowledge of Excel so that it can be applied in the field of business.

PRE-REQUISITES

- To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard.
- You should be comfortable in the Windows 8 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

INTRODUCTION

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

COURSE OUTLINE:

Finding Your Way Around Microsoft Visio 2013

- What is Microsoft Visio 2013?
- The Shape Window
- The Drawing Window
- The Ribbon
- Status Bar and Zoom Controls
- Switching Between Visio Window

Using Templates

- Creating a New Diagram
- Using a Different Template
- Searching for Visio Template

Shapes and Connectors

- Adding Shapes to the Drawing Area
- The Connector Tool
- The Pointer Tool
- Adding Text
- Moving, Resizing and Deleting Shapes

Backgrounds, Borders, Title and Themes

- Adding a Background
- Applying Borders and Titles
- Applying Design Themes

Formatting Text and Shapes

- Formatting Commands
- Formatting Font
- More Paragraph Formatting
- Text Rotation
- Bullets

Formatting Shapes

- Shape Fill Color
- Shape Effects
- Modifying Connection Arrows
- Rounding Shape Corners

Formatting Connectors

- Using Curved Connectors
- Using Straight Connectors
- Using Right Angle Connectors
- Setting Line Jump Options

Manipulating Shapes

- Group & Ungrouping Shape
- Ordering Shapes
- Sending a Shape

Using Snap, Glue and Layers

- Snapping and Gluing
- Assigning a Shape to a Layer

Managing Pages & Printing