

VISIO MASTERCLASS

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Visio Essential Skills

- ▶ Creating Drawings using Templates
- ▶ Exploring the Visio Interface
- ▶ Panning & Zooming
- ▶ Opening, Saving & Closing Drawings

All About Shapes

- ▶ Working with the Shapes Window
- ▶ Inserting Stencil Shapes
- ▶ Moving, Copying, Resizing & Deleting
- ▶ Arranging Shapes
- ▶ Adding Text & Working with Text Blocks
- ▶ Formatting Text & Shapes
- ▶ Applying Drawing Themes

Creating Flowcharts

- ▶ Dynamically Connecting Shapes
- ▶ Modifying Connections
- ▶ Cross Functional Flowcharts

Page Layout & Printing

- ▶ Changing the Page Layout & Paper Size
- ▶ Page Breaks
- ▶ Inserting & Deleting Pages
- ▶ Renaming & Moving Pages
- ▶ Adding Headers & Footers
- ▶ Foreground & Background Pages
- ▶ Print Preview & Print Options

Organisation Charts

- ▶ Creating Organisation Charts
- ▶ Modifying Organisation Chart Layouts
- ▶ Using the Organisation Chart Wizard

Object Linking & Embedding

- ▶ Linking & Embedding Objects
- ▶ Inserting Objects in Drawings
- ▶ Exporting Drawings
- ▶ Linking Drawing Pages
- ▶ Creating & Using Hyperlinks
- ▶ On-Page & Off-Page Reference Shapes

Managing Stencils, Shapes & Templates

- ▶ Protecting Shapes
- ▶ Creating Shapes & Stencils
- ▶ Creating Templates
- ▶ Creating Drawings from Templates
- ▶ Modifying Templates

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:

Those who need to create professional drawings such as flowcharts and organisation charts with multiple pages and linked data, and create templates and stencils to use as a basis for multiple drawings.

Learning Outcomes:

By the end of the course, delegates will be able to create templates that will be used as a base for new drawings, create shapes and stencils that are used repeatedly within drawings, and use layers to build complex illustrations.

Prerequisite Skills:

Delegates attending this course should be able to work confidently within a Windows environment, and ideally another Microsoft application such as Word or PowerPoint.