

Visio 2010/2013 Level 1

Audience	This course is for learners who will be using Visio to create and modify business drawings such as flowcharts, organization charts, or business diagrams. No previous knowledge of Visio is necessary, though an understanding of business processes is helpful. Learners must be proficient at managing files and folders in the Windows environment.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with creating, editing, and formatting drawings and diagrams in Visio.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Manage magnification and move around the Visio screen■ Open, add, and rearrange stencils■ Use Visio drawing tools■ Switch between and reorder pages in a drawing■ Select, copy, duplicate, scale, and resize shapes■ Align, distribute, group, rotate, and flip shapes■ Create a basic flowchart and a cross functional flowchart■ Change the Page Setup of a drawing■ Connect shapes and adjust connection points■ Add and format text, text blocks, lines, and shapes■ Create and apply a background page■ Insert a graphic and hyperlink it to a web page■ Create a synchronized copy of chart■ Change the double-click behavior of a shape■ Create an Organizational chart■ Apply new themes and shapes to an Org Chart
Length	1 day

I. Visio Basics

- A. Overview of Visio
- B. Creating a New File
- C. Exploring the Visio Screen
- D. Changing Screen Magnification
- E. Moving the Page on the Screen
- F. Adding/Rearranging Additional Stencils

G. Creating a Simple Drawing Shape

- H. Selecting Shapes
- I. Saving a Drawing
- J. Closing a Drawing

II. Editing Shapes

- A. Opening an Existing Drawing
- B. Moving between/Reordering Pages
- C. Copying and Duplicating Shapes



- D. Resizing and Moving Shapes
- E. Drawing with Precision
- F. Aligning Shapes
- G. Distributing Shapes
- H. Grouping Shapes
- I. Rotating and Flipping Shapes

III. Creating a Basic Flowchart Diagram

- A. Creating a Flowchart
- B. Creating Cross Functional Flowcharts
- C. Changing Page Setup
- D. Placing Stencil Shapes
- E. Connecting Shapes with the Connector Tool
- F. Connecting Shapes with AutoConnect
- G. Working with Connection Points
- H. Redirecting a Connection Line
- I. Using Special Connectors

IV. Adding Text and Formatting Shapes

- A. Adding and Resizing a Text Block
- B. Adding Text to a Shape
- C. Adding Text to a Line
- D. Rotating and Moving Text
- E. Applying Font Formatting
- F. Applying Paragraph Formatting
- G. Formatting Lines
- H. Formatting Shapes
- I. Copying Formats
- J. Applying a Theme

V. Working with the Background Page

- A. Creating a Background Page
- B. Adding Title Blocks
- C. Applying a Background Page
- D. Adding Fields
- E. Adding Guides
- F. Inserting a Graphic
- G. Creating a Hyperlink

VI. Working with Templates

- A. Overview of Visio Templates
- B. Creating a Block Diagram
- C. Creating a Brainstorming Diagram
- D. Creating a Work Flow Diagram
- E. Creating a Charts and Graphs Diagram
- F. Creating a Map Diagram
- G. Creating a Custom Stencil
- H. Creating a Drawing from an Existing File

VII. Creating an Organizational Chart

- A. Creating an Organizational Chart with the Wizard
- B. Creating an Organizational Chart Manually with Themes
- C. Adjusting Organizational Chart Layout
- D. Formatting Organizational Shape Text
- E. Creating a Synchronized Copy
- F. Linking a Shape to a Page