

Creating a Basic Drawing with Visio 2007 - Online

Audience	This course is for learners new to Visio who can open and save files and navigate the Windows file structure. No previous knowledge of Visio or any other drawing application is necessary.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) 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■ Apply a theme
Length	3 hours

I. Visio Basics

- A. Overview of Visio 2013
- 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 and 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 with Connector Tool Button
- F. Connecting with Connect Shapes Button
- 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. Formatting Text
- F. Formatting Text Blocks
- G. Formatting Lines
- H. Formatting Shapes
- I. Copying Formats
- J. Applying a Theme