Microsoft Visio Essentials

Detailed Content

Getting to know Visio 2016

Understanding the Start Screen
Create A New Drawing from A Template
The Visio Screen
How Microsoft Visio 2013 Works
Understanding The status Bar
Customising the Status Bar

Working with Stencils

Understanding stencils
The Shapes Window
Quick Shapes
Using Quick Shapes
Creating A Custom Stencil
Opening A Stencil
Editing A Stencil
Closing A Stencil

Working with Shapes

Placing Shapes from A Stencil
Selecting Shapes
Resizing Shapes
Moving Shapes
Copying, Cutting and Pasting Shapes
Duplicating Shapes
Rotating and Flipping Shapes
Ordering Shapes
Merging Shapes to Create New Shapes
Grouping and Ungrouping Shapes
Aligning Shapes
Aligning Shapes Using the Dynamic Grid
Distributing Shapes
Changing Shapes
Using Snap and Glue

Formatting Shapes

Applying Quick Styles
Formatting the Fill
Formatting Lines
Applying Effects
Using the Format Painter
Using Undo and Redo
Protecting Shapes

Working with Connectors

Connecting Shapes
Automatically Adding Connected shapes
Connecting Existing Shapes
Inserting and Deleting Shapes
Adding Text to Connectors
Changing Connectors
Working with Connection Points
Formatting Connectors

Containers

Adding Connectors
Adding Shapes to a Container
Formatting Containers
Deleting Containers

Working with Text

Adding Text to Shapes
Formatting Text
Adding Text to The Page
Editing Text
Using Find and Replace
Aligning Text
Moving Text
Creating Bulleted Lists
Creating Tables
Spell Checking Text

Working with Pages

Inserting Pages
Naming Pages
Duplicating Pages
Changing Page Order
Deleting Pages
Applying a Background Style
Adding Headers and Footers
Inserting a Logo
Assigning a Background Page to Other Pages
Page Size and Orientation

Outputting Drawings

Using Print Preview
Fitting A Drawing to Printer Pages
Printing A Drawing
Emailing Drawings

Organisation Charts

Creating an Organisation Chart from Scratch
Adding Multiple Shapes
Changing A Position Type
Changing the Layout of Shapes
Changing the Spacing of Shapes
Creating A Team
Changing the Order of Shapes
Adding a title
Inserting pictures
Formatting an Organizational Chart
Adding Shape Data
Creating Shape Data Fields
Creating A Custom Shape and Stencil
Creating Master Shape Data Fields

Gantt Charts

Understanding Gantt Charts
Understanding Gantt Chart Options
Creating A Gantt Chart
Entering Task Details
Creating Subtasks
Linking and Unlinking Tasks
Adding and Deleting Tasks
Adding Milestones
Adding and Hiding Columns
Navigating A Gantt Chart
Formatting Tasks Bars
Managing A Timescale
Exporting from A Gantt Chart
Importing Data into A Gantt Chart
Printing Gantt Charts

Cross Functional Flowcharts

Understanding Cross Functional Flowcharts
Creating A Cross Functional Flowchart
Adding Swimlanes
Adding Swimlane Labels
Adding Phases
Adding Shapes
Adding Swimlanes And Phases
Formatting Cross Functional Charts