

MS VISIO



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Learning Outcomes: At the completion of this course, students will be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

Course Pre-Requisites: Microsoft Visio assumes students have little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Getting to Know Visio 2016

- Starting Visio in Windows 10
- Understanding the Start Screen
- Creating a New Drawing From a Template
- The Visio Screen
- How Microsoft Visio 2016 Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Saving a New Drawing
- Exiting Safely From Visio

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 Containers
- 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

Computer Smart Training Centre

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MS VISIO

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

- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating
- Slide Shows
- Using Resume Reading
- Presenting a Slide Show

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Using Smart Lookup
- Printing a Help Topic

Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware