Visio - Level 1

Duration: 1 day
Audience: Pour tous

Who is this training for?

Users who want to create professional diagrams with Microsoft Visio.

Training objectives

- Know and customize the Visio interface.
- Learn how to create different types of diagrams.
- Use and format autoshapes and connectors.
- Organize templates.
- Insert various elements such as free text and images.
- Execute a neat layout.
- Print and export diagrams.

Summary

Master the use of Microsoft Visio to design professional and attractive diagrams. Learn how to format them in an elegant way, print them or distribute them. This training covers the creation of different types of diagrams, the use of automatic shapes, connectors, and the organization of templates.

Course outline

Identify Interface Elements

- Introduction
- Identify Interface Elements
- Run Commands
- Get Help

Viewing the Document and Customizing the Workspace

- Zooming and Display Modes

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- Grid and Guides
- Adjusting the Ruler
- Show and Hide Floating Work Tools
- Panning and Zooming
- Size and Position

Creating a Drawing

- Starting a New Drawing
- Describing the Templates Provided
- Adding Pages
- Add shapes to a drawing from a master page
- Basic shape management (enlarge, move, delete)
- Connect shapes
- Add and edit text in a shape, link, or other object
- Insert images

Formatting shapes, links, and text

- Use fill, stroke, and shadow options
- Format text
- Insert fields and special characters
- Format images

Organize objects: shape, image, and stroke

- Select multiple shapes
- Groups of shapes
- Automatically organize shapes
- Automatically align shapes
- Automatically distribute shapes

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Manage and create templates

- Add templates to your workspace
- Create a new template
- Add shapes to a template
- Open a template in a new diagram
- Standardize diagrams by sending a template to a team

Formatting

- Apply a theme to a diagram
- Apply a variant of a theme
- Change the color scheme and effect set

The layout

- Set the orientation and format of the drawing and paper page
- Add an automatic background or background pages
- Use print preview
- Set up large-format drawings on multiple pages
- Create headers and footers
- Change the scale of the drawing
- Print a diagram

Exploring several types of diagrams

- Hierarchical organizational charts
- Project planning
- Flow diagram
- Calendar
- Layout plan
- Network plan

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Approach and methodology

- Lectures
- Demonstrations
- Directed exercises.

According to the customer : organizational charts, flow diagrams, business plan, processes.

Prerequisites

- For any training in our face-to-face classrooms, it is necessary to have your own computer with the Visio software (desktop version) installed.
- Professional License.
- Good knowledge of one of the Office suite software (e.g., Word, PowerPoint).
- It is important to have the desktop application to follow this training.
- Not compatible with Visio on the web.

Recommendations

Have a good knowledge of the Office suite (e.g., Word, Powerpoint)

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