



## Microsoft Visio Training – Level 1 Course Contents - Duration: 1 Day

### What we will learn:

#### Introduction

- The toolbars
- Navigating around Visio documents
- Using stencils
- Using templates and documents

#### Visio Essentials

- Creating a drawing
- Using the size and position window
- Using the connector tool
- Using pan and zoom

#### Working with Shapes

- Selecting and duplicating shapes
- Resizing shapes
- Adding text to shapes
- Grouping and distributing shapes
- Adding a background shape

#### Working with Type and Text

- Adding text
- Rotating text
- Using borders and titles
- Formatting text blocks

#### Working with Colour

- Adding colour
- Creating text and colour fills
- Adding patterns and drop shadows
- Creating custom colours

#### Creating an Organisational Chart

- Using the Chart Data wizard
- Adding subordinate and multiple shapes
- Adding and editing custom properties

#### Creating Flow Charts

- Connecting shapes
- Using connectors: routing, line curve and point to point
- Creating page styles
- Cross-functional flow charts

#### Creating Office Layouts and Directional Images

- Drawing to scale
- Adding walls, windows and doors
- Distributing your work - free - with Visio Viewer