



Introduction to Visio 2003/2007

Course Outline

Duration: 1 Day

Visio basics

Visio - an overview
Starting Visio
Creating a new drawing using a template
The Visio Environment
Adding shapes and text to a drawing
To find a shape
Connectors
Opening additional stencils
Using the basic drawing tools

Zooming, previewing and printing

Zooming
Print preview
Printing

Manipulating shapes and lines

Manipulating shapes and lines
Aligning shapes
Distributing shapes
Centring drawings on a page
Using Guides

Formatting - text, lines and shapes

Text Formatting
Rotating
Formatting lines
Customising line formatting
Line jumps
Formatting shapes

Size and Position

Resizing multiple shapes
Pan and Zoom
Rotating shapes
Using Snap and Glue

Creating diagrams

Creating Flowcharts
Creating Organisation charts
Creating Cross Functional charts
Creating Marketing Diagrams
Creating Gantt charts
Creating Timelines

Styles

Creating Styles
Applying Styles
Changing Styles
Deleting Styles

Working with pages, page setup and headers and footers

Working with pages
Foreground and background pages
Using Visio backgrounds from a stencil
Working with Page Setup
Working with headers and footers

Integrating with other applications

Copying from Visio to another application (Word)