

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