

## COURSE CONTENT

- ❖ **Introduction**
- ❖ **Using Visio Templates and Blank drawings**
- ❖ **The Screen layout**
  - The Menu bar
  - Toolbars
- ❖ **The Rulers**
  - Using the rulers
- ❖ **The Page tab**
  - Inserting a background page
  - Rearranging page order
- ❖ **Using Shapes**
  - Zooming in and out of shapes
  - Typing text in shapes
  - Adding a text field to a shape
  - Resizing shapes
  - Creating 1-D and 2-D shapes
  - Interacting with shapes
  - Connecting shapes
  - Formatting shapes
  - Shape behaviours
  - Adding, editing and deleting a shape Screenshot
  - Customising shape behaviour
  - Associating an event with a shape
  - Grouping and ungrouping shapes
  - Adding a shape to, or removing a shape from a group
  - Modifying a group to accept dropped shapes
- ❖ **Setting the page size and orientation of a drawing**
  - Matching the drawing size to the printer paper size
  - Setting the drawing page size
  - Setting the printer paper size
  - Setting the drawing scale
  - Setting the page size and measurement units
- ❖ **Saving a drawing**
  - Saving a drawing with a different name
- ❖ **Templates template**
  - Creating a template
  - Saving a template
  - Opening a template
- ❖ **Closing a drawing**
  - Opening a drawing
  - Defining a block name,
  - Setting a print area for a defined block
- ❖ **Converting a shape to a Master**
- ❖ **Creating headers and footers**

**Visio** is a diagramming programme. With Visio you can create business-related diagrams such as business processes, flowcharts, organization charts, and project scheduling diagrams.

- ❖ **Flowcharts**
  - Creating flowcharts
  - Creating a cross functional flowchart
  - Adding a band to a cross-functional flowchart
  - Adding a new page to a cross functional flowchart
  - Drilling down in a flowchart
  - Continuing a flowchart on a separate page
- ❖ **Hyperlinks**
  - Modifying or deleting a hyperlink
  - Following Hyperlinks
- ❖ **Creating Organisation charts**
  - Customising the Organisation chart's appearance
  - Adding titles to a chart
  - Creating an Organisation chart from an existing data file
  - Adding titles to a chart
  - Creating an Organisation chart from an existing data file

### 2 Day Course

The Microsoft Visio course includes all training material, lunch, teas/coffees and certificate.

### Who should attend?

Anyone who needs to create business related diagrams, flowcharts or graphics.

### Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course.

[www.konitek.co.za](http://www.konitek.co.za)

## COURSE CONTENT CONTINUED

❖ **Creating Brainstorming diagrams**

- Adding multiple sub topics
- Adding one topic at a time
- Adding a peer topic
- Moving a topic and its subordinates to another page
- Moving a topic without its subordinates to another page
- Moving a topic to another level
- Automatically arranging topics in a brainstorming diagram
- Creating a legend for a brainstorming diagram
- Adding legend symbols to topics
- Configuring the legend shape
- Exporting data from a brainstorming diagram

❖ **Creating new layers**

- Assigning a shape to a layer
- Removing a layer

❖ **Creating an Onion diagram**❖ **Creating a block diagram with perspective**❖ **Project schedules**

- Adding timelines
- Adding milestones and intervals
- Expanded timelines
- Synchronising dates and times across timelines
- Creating new synchronised milestones or intervals

❖ **Importing and Exporting a drawing**

- The import project data wizard
- Microsoft Project information presented as a Visio timeline
- Importing a file from Microsoft Project
- Exporting a timeline data to Microsoft Project

❖ **Reports**

- Property reports
- Report definitions
- Creating a data report for an organisation chart

❖ **Taking a Visio drawing to:**

- Microsoft Word
- PowerPoint
- Publisher

❖ **Embedding**❖ **Pasting as a link**❖ **Pasting a picture**❖ **Printing**

- Print options
- Printing a drawing
- Printing a page without its background
- Preventing shapes on a layer from printing

**Bookings**

Contact Adrian Jonck on  
(011) 679 1193 or  
email: [adrian@konitek.co.za](mailto:adrian@konitek.co.za)  
to enquire about availability  
and dates.