



# VISIO ESSENTIALS

**SKILL LEVEL : INTERMEDIATE**  
**DURATION : 1 FULL DAY**

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## COURSE OVERVIEW

Visio is the specialised drawing package in Microsoft Office. This course will give attendees the power to readily create, edit and manage, powerful and professional diagrams such as Flowcharts, Organization Charts, Floor Plans and many other drawings. People who have been attempting such drawings in Word or PowerPoint would greatly benefit from this course.

### WHO SHOULD ATTEND THIS COURSE

This course is designed for people who use or would like to use Visio to create and edit diagrams and who would like to have an understanding of the potential uses for this package.

### COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



### MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course is not intended for new users to computing.
- Attendees should already have strong keyboard and mouse skills.
- Attendees should already have a complete understanding of working in a Windows environment.

## COURSE CONTENT AND OUTLINE

### PART 1 - VISIO OVERVIEW

- Zooming
- Pan and zoom
- The Shapes Pane
- The Drawing Page and Task Pane
- Visio Toolbars and Tabs

### PART 2 - WORKING WITH DRAWINGS

- Using available templates
- Creating a new diagram based on a template
- Stencils shapes
- Adding and connecting shapes
- Adding text to shapes and connectors
- Moving, resizing and deleting shapes
- The Background stencil and assigning backgrounds
- Using the Border and Title Stencil

### PART 3 - MANAGING STENCILS

- The Stencil Toolbar and Stencil Shapes Pane
- Creating, renaming and saving a new Stencil
- Adding Standard and Custom Shapes to a Stencil
- Closing and opening a Stencil

### PART 4 - MANAGING PAGES AND PRINTING

- Managing Visio Pages
- Creating and assigning a background page
- Guides and the grid
- Using the Size & Position & Drawing Explorer window
- Setting a drawing scale
- Spell Check, Paper size and orientation
- Printing a drawing
- Customize Options Dialog Box

### PART 5 - FORMAT / MANAGE SHAPES AND TEXT

- Changing Font Effects and case
- Text Alignment
- Changing Line Indention
- Changing Margins
- Bullets
- Shape fills and effects
- Line colours, patterns, weights, ends and effects
- Rounding Shape Corners
- Themes
- Grouping and ungrouping shapes
- Re-ordering shapes
- Rotating and flipping shapes
- Rotating text within a shape
- Aligning and distributing shapes
- Adjusting shape layouts
- Centring a drawing
- Connector routing options
- Using different connectors
- Line jump options
- Snapping and gluing
- Connecting shapes using Dynamic Glue
- Connecting shapes using Static Glue
- Layers and assigning shape to layers
- Clip Art and pictures

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- Laptop Computers & Projection Equipment
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VISIO ESSENTIALS (INTERMEDIATE)

