

Venue: Onsite (your premises) or Inhouse (our premises)  
Duration: 1 Full Day (9am - 4pm)

### Part One - Visio Overview

- Zooming
- Pan and zoom
- The Shapes Pane
- The Drawing Page
- The Task Pane
- Visio Toolbars
- Adding or removing Toolbars

### Part Two - Working with Drawings

- Using available templates
- Creating a new diagram based on a template
- Stencils shapes
- Adding and connecting shapes
- Adding text to shapes
- Manually connecting shapes
- Adding text to a Connector
- Deleting Connectors
- Moving, resizing and deleting shapes
- Opening the background stencil and assigning a background
- Using the Border and Title Stencil

### Part Three - Managing Stencils

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

### Part Four - Formatting and Managing Shapes and Text

- Changing Font Effects and case
- Text Alignment
- Changing Line Indentation
- 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 glueing
- Connecting shapes using Dynamic Glue
- Connecting shapes using Static Glue
- Layers and assigning shape to layers
- Clip Art and pictures



### Part Five - Managing Pages and Printing

- Navigating, inserting, re-ordering, renaming and deleting pages
- Creating and assigning a background page
- Guides and the grid
- Using the Size and Position window
- Using the Drawing Explorer window
- Setting a drawing scale
- Spell Check
- Paper size and orientation
- Printing a drawing
- Customize Options Dialog Box

#### What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

### CONTACT MOBILE MOUSE NOW

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### 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 have an understanding of the potential uses for this package.

Please note that this course is not intended for brand new users to a computer. Attendees should already have fundamental keyboard and mouse skills.

