

Visio 2013

Modality: On Demand

Duration: 2 Hours

About this Course:

Visio is used to diagram complicated processes, flowcharts, software, and organizational charts. On a basic level, Visio visually connects ideas into a flowchart form. Visio has extensive applications in project management, marketing, quality assurance, strategic planning, or human resources, and is the industry standard business drawing tool.

Course Objectives:

- During this course, participants will learn to create graphical diagrams, timelines, office layout plans, workflow diagrams, organizational charts, maps, flowcharts and more.

Audience:

- Visio is used by professionals who document and plan complicated processes. These include IT professionals, programmers, database developers, engineers, and other people who have a vision to map out. Visio contains many features that make it easier to document complex processes, and is considered essential by those who know that 1-hour of planning in the beginning can save days of work later on.

Course Outline:

- Introduction
- Start Screen
- Exploring Visio Templates
- Use Smartshapes
- Drawing Page Tabs
- Stencils For Quickshapes
- Add Shapes with Mini-Toolbar
- Modify and Add Text to Shapes
- Connect Shapes
- Align and Space Automatically
- Create Hyperlinks
- Introduction
- Creating Open and Closed Shapes
- Modify, Group, and Combine Shapes
- Use Scaling and Layers
- Area for Frequent Used Shapes
- Using Containers
- Create Stencils
- Duplicate Pages

- Linking Data to Shapes From External
- Save Templates
- Define Styles For Text Line And Fill