

Microsoft Visio 2013

Modality: On Demand

Duration: 2 Hours

About this course:

Students will discover techniques to install, upgrade, and uninstall MS Visio 2013 in this online learning course. You will study regarding the backstage view, as well as techniques to make a drawing. Through using tools such as shapes and stencils along with the shapes window, you will change and create shape options and properties, and discover everything about the features of MS Visio 2013. You will also work with backgrounds and layers, pages, flowchart, and create an organization chart.

Visio is an application that falls under the products of the Microsoft Office Suite. Most things that use maps, decision drawings, graphs, and maps are used for this. Common graphics used by playbooks, decision diagrams, flowcharts, and even network diagraming are the graphics used in Visio. It also has sufficient diagrams to enable this simple and accurate to plan a room layout for a meeting.

Audience:

- This online training is designed for beginners to intermediate learners who would like to document processes, draw charts, or make diagrams with ease and confidence. The program addresses a broad group of individuals from IT, marketing, and architects to graphic designers. Visio's use is cross-functional and covers a variety of types of organizations.

Prerequisite:

- This online training course required no prerequisites

Course Outline:

Getting Started

What you will learn in this training

Understanding Microsoft Visio

- Introducing the Visio product family
- Installing Visio 2013
- Updating Visio 2013
- Uninstalling Visio 2013
- Accessing the help options in Visio 2013

Navigating

- Using the Visio 2013 ribbon
- Creating a new diagram
- Using the shapes window / task pane
- Opening and saving Visio files
- Saving and exporting to other formats
- Navigating and arranging views and documents

Using Stencils

- Introducing stencils
- Opening and closing stencils
- Moving stencils around
- Using the document stencil
- Creating a new stencil

Working with Shapes

- Adding and removing shapes
- Searching for shapes
- Using My Shapes
- Using control points
- Formatting shapes
- Cloning shapes
- Grouping and ungrouping shapes

Connecting Shapes

- Introducing connectors
- Using glue
- Using AutoConnect
- Working with connection points
- Formatting connectors
- Controlling shape layout
- Working with advanced shape layout

Adding Text to a Drawing

- Using the Visio text tools
- Using text blocks
- Using the text tool and the format painter tool
- Formatting text
- Formatting paragraphs
- Rotating text
- Using the format painter

Precision Work

- Using the drawing grid
- Using the dynamic grid
- Setting the drawing scale
- Using zoom controls
- Using the drawing explorer
- Using guides
- Managing snap and glue options
- Aligning shapes
- Distributing shapes

Using Layers

- Working with layers
- Adding a layer to a drawing
- Assigning a shape to a layer
- Hiding a layer
- Locking a layer
- Removing a layer

Working with Pages

- Working with multiple pages
- Adding a page
- Renaming a page
- Reordering pages
- Deleting a page
- Creating a background page
- Assigning and removing backgrounds
- Using the page layout options
- Using print preview
- Discovering print options

Using Markup Tools

- Using the Visio markup tools
- Adding comments
- Using revision tracking
- Accepting and rejecting changes

Adding Custom Data to Diagrams

- Using custom properties
- Adding custom properties
- Creating Visio 2013 reports
- Creating a pivot diagram

Spicing Up a Diagram

- Adding clip art
- Adding title blocks
- Using callouts and annotations
- Using Visio viewer

Creating Drawings

- Creating an organization chart
- Creating a flowchart