



Visio 2016

Course Overview

The skills and knowledge acquired in Microsoft Visio 2016 are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

Duration

1 Day

Course Outline

Students will complete the following modules:

- Chapter 1: Getting to Know Visio 2016
- Chapter 2: Working with Stencils
- Chapter 3: Working with Shapes
- Chapter 4: Formatting Shapes
- Chapter 5: Working with Connectors
- Chapter 6: Containers
- Chapter 7: Working with Text
- Chapter 8: Working with Pages
- Chapter 9: Page Tools
- Chapter 10: Organisation Charts
- Chapter 11: Gantt Charts
- Chapter 12: Cross Functional Flowcharts
- Chapter 13: Outputting Drawings
- Appendix A: Themes
- Appendix B: Working Collaboratively
- Appendix C: Organisation Chart Data
- Appendix D: Calendars

Chapter 1: Getting to Know Visio 2016

- Starting Visio in Windows 10
- Understanding the Start Screen
- Creating a New Drawing from a Template
- The Visio Screen
- How Microsoft Visio 2016 Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes

- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Saving a New Drawing
- Exiting Safely from Visio

Chapter 2: Working with Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Using Quick Shapes
- Creating a Custom Stencil
- Opening a Stencil
- Editing a Stencil
- Closing a Stencil

Chapter 3: Working with Shapes

- Placing Shapes from a Stencil
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Copying Cutting and Pasting Shapes
- Duplicating Shapes
- Rotating and Flipping Shapes
- Ordering Shapes
- Merging Shapes to Create New Shapes
- Grouping and Ungrouping Shapes
- Aligning Shapes
- Aligning Shapes Using the Dynamic Grid
- Distributing Shapes
- Changing Shapes
- Using Snap and Glue

Chapter 4: Formatting Shapes

- Applying Quick Styles
- Formatting the Fill
- Formatting Lines
- Applying Effects
- Using the Format Painter
- Using Undo and Redo
- Protecting Shapes

Chapter 5: Working with Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting and Deleting Shapes
- Adding Text to Connectors
- Changing Connectors
- Working with Connection Points
- Formatting Connectors

Chapter 6: Containers

- Adding Containers
- Adding Shapes to a Container
- Formatting Containers
- Deleting Containers

Chapter 7: Working with Text

- Adding Text to Shapes
- Formatting Text
- Adding Text to the Page
- Editing Text
- Using Find and Replace
- Aligning Text
- Moving Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

Chapter 8: Working with Pages

- Inserting Pages
- Naming Pages
- Duplicating Pages
- Changing Page Order
- Deleting Pages
- Applying a Background Style
- Adding Headers and Footers
- Inserting a Logo
- Assigning a Background Page to Other Pages
- Page Size and Orientation

Chapter 9: Page Tools

- Understanding Page Tools
- Zooming
- Panning
- Using the Pan and Zoom Window
- Displaying Grids and Rulers
- Changing Grids and Rulers
- Setting Guides and Guide Points
- Using Guides and Guide Points
- Working with Rulers
- Changing the Scale

Chapter 10: Organisation Charts

- Creating an Organisation Chart from Scratch
- Adding Multiple Shapes
- Changing a Position Type
- Changing the Layout of Shapes
- Changing the Spacing of Shapes
- Creating a Team

- Changing the Order of Shapes
- Adding a Title
- Inserting Pictures
- Formatting an Organisation Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating a Custom Shape and Stencil
- Creating Master Shape Data Fields

Chapter 11: Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating a Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking and Unlinking Tasks
- Adding and Deleting Tasks
- Adding Milestones
- Adding and Hiding Columns
- Navigating a Gantt Chart
- Formatting Task Bars
- Managing the Timescale
- Exporting from a Gantt Chart
- Importing Data into a Gantt Chart
- Printing Gantt Charts

Chapter 12: Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating a Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes and Phases
- Formatting Cross Functional Charts

Chapter 13: Outputting Drawings

- Using Print Preview
- Fitting a Drawing to Printer Pages
- Printing a Drawing
- Emailing Drawings

Appendix A: Themes

- Understanding Themes
- Applying a Theme
- Applying a Theme Variant
- Highlighting Shapes With Quick Styles
- Embellishing Shapes
- Creating a Custom Theme
- Creating Custom Theme Colours

Appendix B: Working Collaboratively

- Adding Comments
- Working With Comments
- Using The Comments Pane
- Commenting With Ink
- Co-authoring Drawings
- Saving To OneDrive
- Sharing Drawings
- Opening Shared Drawings

Appendix C: Organisation Chart Data

- Creating An Org Chart From Employee Data
- Creating An Org Chart From A New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Subordinates

Appendix D: Calendars

- Creating A Calendar
- Adding Appointments To A Calendar
- Adding A Multi-day Event To A Calendar
- Adding Text To A Calendar
- Adding Art To A Calendar
- Adding A Thumbnail Month
- Formatting Calendars

Audience

Microsoft Visio 2016 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of Visio
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- work with page tools
- create simple organisational charts



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- create and work with Gantt charts
- create and work with cross functional flowcharts
- print, email and export drawings
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- work with organisation chart data
- create and modify calendars