

Course Name: Microsoft Visio Essentials

Synopsis

Microsoft Visio is a diagramming and vector graphics application that is part of the Microsoft Office suite of productivity tools. From designing stunning diagrams, flowcharts, and plans to complex technical drawing, this application was built with the premise of simplifying complexity and communicating concepts effectively with Visio's intuitive tools and powerful features.

What You Will Learn

- **Understanding Visio Interface:** Explore the Visio Interface, setting up Page Layout and Configuration, and tweaking the settings for most efficient use
- **Creating Basic Diagram:** From Simple Flowcharts to Intricate Plans, unleash the potential of Visio's Vast Stencil Libraries to create virtually anything with ease, and even create your own Custom Stencils!
- **Working with Shapes:** Master the Art of Shape Manipulation by leveraging on Visio's secret Shape Operation tool to create new shape from existing shapes and learn how to trim and join lines on Visio to create a continuous line entity.
- **Aligning and Grouping Objects:** Learn how to Group/Ungroup Objects together and how to effortlessly Align Objects along horizontal or vertical axes, Distribute them evenly, and achieve Pixel-Perfect Positioning
- **Using Connectors:** Explore the crucial tool of Connectors and Connection Points for creating relationships and illustrating connections between shapes in diagram to create Flows, Processes, and Network Diagrams
- **Creating Technical Drawing:** Master the Art of Precision with technical drawing in Visio by learning how to Set up Drawing Scale, Scaling Lines and Shapes by using advanced features to streamline your technical drawing process
- **Annotating Technical Drawing:** Annotating is a vital aspect of technical drawing, whether it's labelling components, adding dimensions, or inserting explanatory notes, Visio's Annotation Capabilities empower you to create comprehensive and informative diagrams

- **Exporting and Printing Drawing:** Learn the various type of export format available and how to customize export settings and configure the print setting including resolution and page size to meet your specific requirements before sending it to the printer

Who Should Attend

This comprehensive course is specifically designed to cater to the needs of professionals across various industries who rely on Microsoft Visio for designing complex network diagrams, flowcharts, and technical drawings.

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Introduction to Visio

Participant will learn to navigate Visio's intuitive interface and tweak the settings for best use.

- Understanding Visio Environment
- Checking the Developers tab
- Customizing Visio Settings for ease of use

- Panning and Zooming
- Toolbars and Menu
- Working with pages

Session 2: Creating Basic Diagrams

Participants will learn about Visio's library of stencils and creating stencils as well as working with shapes which include formatting, aligning, grouping, transforming, creating shapes from lines and arcs, and performing shapes operations to create new shapes from existing shapes.

- Using Templates and Stencils
- Creating Custom Stencils
- Adding and Formatting Shapes
- Customizing Shape Properties (Size, Colour, Style)
- Adding and Editing Text in Shapes
- Aligning and Arranging Shapes
- Order, Group, and Ungroup Shapes
- Modifying Shapes by using the Shapes Operations
- Creating Shapes by Utilizing Lines, and Arcs
- Trimming Extra Lines in Shapes
- Joining Lines to create Shapes

Session 3: Creating Flowcharts

Participants will learn how to create complex network diagrams, flowcharts, and process diagram by utilizing the connector tool.

- Using Visio Connectors to Connect Shapes
- Adding and Removing Connection Points
- Gluing Connectors to Shapes
- Routing Connectors
- Writing into Shapes Container
- Annotating with Callout

Session 4: Creating and Annotating Technical Drawing

Participants will learn a range of tools and features tailored for technical drawing, including specialized stencils, templates, and annotation options.

- Setting up the Drawing Scale
- Scaling Lines and Shapes
- Using Snap, Grids and Guides for Efficient Control
- Creating Arcs
- Working with Angles
- Annotating with Dimensioning Engineering Stencils
- Annotating Horizontal Lines
- Annotating Vertical Lines
- Annotating Angles between Two Lines

Session 5: Exporting and Printing Visio Files

Exporting and printing Visio files is a straightforward process that allows you to share your diagrams and drawings with others or produce physical copies for presentations or documentation purposes.

- Exporting Visio Files into Various Formats
- Configure Print Settings (Paper Size, Orientation, Colour Settings)