Microsoft Visio 2016

Course Details

Course Code: INF1638

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Elements of this syllabus are subject to change.

About this course

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.

At Course Completion

After completing this course, students will 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
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with Gantt charts
- create and work with cross functional flowcharts

Prerequisites

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.

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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

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

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

Formatting Shapes

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

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

Containers

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

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

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

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

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

Working Collaboratively
- Adding Comments
- Working With Comments
- Using the Comments Pane
- Commenting With Ink
- Coauthoring Drawings
- Saving to OneDrive
- Sharing Drawings
- Opening Shared Drawings

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

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

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

Calendars
- Creating a Calendar
- Adding Appointments to a Calendar
- Adding a Multiday Event to a Calendar
- Adding Text to a Calendar
- Adding Art to a Calendar
- Adding a Thumbnail Month
- Formatting Calendars

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

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