



## **Microsoft Visio 2013** **Training**

### Overview:

The skills and knowledge acquired in **Microsoft Visio 2013** are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

### 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
- apply, modify and work with themes
- add and work with comments and understanding co-authoring
- print, email and export drawings
- create simple organizational charts
- work with organization chart data
- create and modify calendars
- create and work with **Gantt** charts
- create and work with cross functional flowcharts

### Prerequisites:

**Microsoft Visio 2013** 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.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

## Computer Training Options

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## **Microsoft Visio 2013 Training**

### **Getting To Know Visio 2013**

- Starting Visio In Windows 8
- Understanding The Start Screen
- Creating A New Drawing From A Template
- The Visio Screen
- How Microsoft Visio 2013 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 & 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
- Co-authoring Drawings
- Saving To SkyDrive
- Sharing Drawings
- Opening Shared Drawings

### **Outputting Drawings**

- Using Print Preview
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

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### 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 Multi-day 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

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