



computer training options

Microsoft Visio 2016 **Training**

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.

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 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:

This course 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.

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Microsoft Visio 2016

Training

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

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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

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