Microsoft Visio 2016 / 2019

Module 1: Getting started with Visio

- About Microsoft Visio
- Templates
- Measurement units
- Visio interface
- Backstage view

Module 2: Working on shapes

- Stencils in Visio
- Shapes alignment, position and spacing
- Shape styles
- Resize & reposition
- Dynamic grid

Module 3: Adding text to the shapes

- Pointer tool
- Text tool
- Text block
- Shape tool

Module 4: Working with connector

- Connector tool vs connection point tools
- Glue to shapes
- Glue to connection points
- Connector styles
- Connectors layout

Module 5: Working with basic flow chart

- Creating basic flow chart
- Apply themes, variants,
- Apply layers
- Borders and titles
- Working with background page

Module 6: Working with basic network diagram

- Creating basic network diagram
- Group shapes
- Select shapes by lasso, area, selection
- Using containers and callouts
- Inventory reports

Module 7: Building organization charts

- Create an organization chart manually
- Create organization charts by using starter diagrams and the organization chart wizard
- Modify an organization chart

Module 8: Working with custom shapes, stencils, and templates

- Create simple custom shapes
- Create custom stencils
- Create custom templates

Module 9: Designing advanced plans and diagrams

- Building a cross-functional flowchart
- Creating a basic floor plan
- Brainstorming diagram
- Create a Gantt chart
- Create a timeline

Module 10: Connecting drawings to external data

- Make an organization chart from an excel spreadsheet
- Generate a pivot diagram from an excel spreadsheet

Module 11: Print, share and export drawings

- Save and share drawings with as link and as pdf
- Export drawings in different types
- Page setup and print drawings