

## Visio – 1 day

Beginners - Advanced

### Prerequisites

**Familiarity with basic Internet concepts and the Windows platform, and the ability to use a Web browser.**

### **The Visio environment**

- Visio basics
- Creating a drawing
- Examining the work area
- Using Visio Help
- Navigating in Visio
- Opening a Visio drawing
- Changing view settings
- Navigating among drawing pages
- Using windows and stencils
- Manipulating stencils
- Manipulating objects
- Selecting and moving objects
- Scaling and resizing an object
- Saving and closing a drawing

### **Drawing tools**

- Basic shapes and lines
- Drawing basic shapes
- Creating lines and arcs
- Reshaping an arc
- Compound lines
- Creating a freeform line
- Creating a compound line with the Line and Arc tools
- Creating a compound line with the Pencil tool
- Manipulating compound lines
- Editing objects
- Duplicating objects
- Aligning objects
- Distributing objects
- Grouping objects
- Rotating an object

### **Network and brainstorming diagrams**

- Network diagrams
- Using topology shapes in a network diagram
- Adding a control handle
- Adding and connecting topology shapes
- Moving shape text
- Rack diagrams
- Creating a rack diagram
- Brainstorming diagrams
- Creating a brainstorming diagram
- Exporting a brainstorming diagram to an XML file
- Importing XML data into a brainstorming diagram

### **Introduction to advanced features**

- Advanced layout and connection techniques
- Using guides
- Adding connection points
- Selecting objects by type
- Connecting shapes to new connection points
- Changing Snap & Glue settings
- Custom properties
- Adding custom properties to shapes
- Creating custom property sets
- Applying user-defined custom properties
- Reporting
- Creating a report
- Running a report
- Updating a report
- Formatting a Visio Table Report shape

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### **Creating technical layouts**

- Layers
- Creating and assigning a layer
- Customizing layers
- Adding custom shapes to a layer
- Drawing scales
- Using and changing the drawing scale
- Manually adding and adjusting shapes
- Using the Shape Data window
- Changing a shape's size and position settings
- Duplicating shapes
- Dimensioning
- Adding and adjusting dimension connectors
- Setting display units
- Calculating and adjusting the area of a room

### **Business diagrams and Web site mapping**

- Block, tree, and onion diagrams
- Creating a block diagram
- Flowcharts
- Creating a workflow diagram
- Creating a cross-functional flowchart
- Organization charts
- Comparing organization charts
- Creating an organization chart by importing data
- Project management diagrams
- Creating timelines
- Creating a PERT chart
- Creating a Gantt chart
- Web site maps
- Generating a Web site map
- Viewing link information
- Generating a report of Web site links

### **Software and database diagrams**

- Documenting software systems
- Drawing a program window
- Drawing a system diagram
- Database model diagrams
- Creating a database model diagram
- Using the Reverse Engineer Wizard

### **Advanced formatting**

- Themes and styles
- Applying theme colors
- Applying theme effects
- Creating a custom theme
- Creating a style
- Applying style attributes
- Templates
- Creating a custom template
- Creating a drawing based on a template
- Custom shape design
- Special drawing operations
- Creating complex shapes by using basic shapes
- Shape behavior and events
- Specifying a behavior for a double-click action
- Adding a lock behavior to an image
- Custom stencils
- Creating shapes for a stencil
- Modifying a shape by using a ShapeSheet
- Adding a predefined action to a shape
- Adding and editing stencil shapes
- Customizing stencil shapes
- Saving a stencil

### **Integrating Visio with other programs**

- Integration with Microsoft Word
- Embedding a Visio drawing in a Word document
- Linking a Word document
- Using drag-and-drop
- Integration with PowerPoint
- Inserting drawings in PowerPoint
- Linking a presentation to a Visio drawing
- Integration with Microsoft Outlook
- Creating a calendar
- Importing calendar data from Outlook
- Working with Web-enabling features
- Linking a Visio drawing to a Word document
- Converting a drawing to a Web page