MICROSOFT VISIO 2013 ESSENTIALS TRAINING COURSE

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COURSE LENGTH: 1.0 DAYS

Creating a solid foundation in the use of Microsoft's Visio 2013 program requires a good understanding of its capabilities and the use of its various chart building functions.

The PD Training Microsoft Visio 2013 Essentials Training Course covers the common basic functions of Visio 2013, including using drawing tools and diagrams, working with pages, customising, reporting and formatting. By using the basic functions of Visio 2013 properly, you can create diagram networks, flowcharts, organisational charts and much more.

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MICROSOFT VISIO 2013 ESSENTIALS TRAINING COURSE COURSE OUTLINE

FOREWORD

This Visio 2013 Essentials training course teaches the basic functions and features of Visio Professional 2013. Participants will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects.

They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties.

Finally, participants will create network and brainstorming diagrams, set shape properties, and create reports.

OUTCOMES

In this course participants will learn to:

- Open Visio 2013
- Sign into your Microsoft account
- Create and save drawing
- Open an existing drawing
- Use the Shapes pane
- Add shapes to a drawing
- Connect shapes together
- Use drag and drop
- Use cut, copy, and paste
- Use Undo and Redo
- Select, Move, Rotate, and Resize shapes
- Apply a shape style
- Change the fill and line colour of a shape
- Add effects to a shape
- Use Auto Align, Auto Space, and Auto Align & Space
- Change the layout of a page
- Rotate the entire diagram
- Change font face, size, and colour
- Apply effects to text
- Use the Text dialog
- Change text alignment
- Rotate text

- Insert online and local pictures
- Insert charts and CAD drawings
- Insert text boxes
- Change the theme of the current page
- Choose a variant for the current page
- Apply a background to the current page
- Add borders and titles to a drawing
- Insert pages
- Browse through pages
- Rename and Delete pages
- Create background pages
- Check spelling
- Modify page size and orientation
- Use the Page Setup dialog
- Add headers and footers to a page
- Use presentation mode
- Save a drawing as PDF or XPS
- Save a drawing as an image
- Print a drawing
- E-mail a drawing
- Share your drawings on OneDrive, Twitter, and Facebook
- Expand and collapse the ribbon
- Customise the Quick Access toolbar
- Hide and show ribbon tabs
- Create custom ribbon tabs
- Reset the interface

MODULES

Lesson 1: The Basics
- Getting Started
- Signing In
- Creating a New Drawing
- Saving a Drawing
- Opening a Drawing
- Review Questions

Lesson 2: Your First Drawing
- Understanding the Shapes Pane
- Adding Shapes to a Drawing
- Connecting Shapes
- Using Drag and Drop
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Review Questions

Lesson 3: Working with Shapes
- Selecting Shapes
- Moving Shapes
- Rotating Shapes
- Resizing Shapes
- Duplicating Shapes
- Deleting Shapes
- Review Questions

Lesson 4: Formatting Shapes
- Applying a Shape Style
- Changing the Fill Color
- Changing the Line Color
- Adding Effects
- Review Questions

Lesson 5: Arranging Shapes

- Using Auto Align
- Using Auto Space
- Using Auto Align & Space
- Changing the Layout of the Page
- Rotating the Diagram
- Review Questions

Lesson 6: Formatting Text

- Changing the Font Face, Size, and Color
- Applying Text Effects
- Using the Text Dialog
- Changing Text Alignment
- Rotating Text
- Review Questions

Lesson 7: Inserting Art and Objects

- Inserting Online Pictures
- Inserting Local Pictures
- Inserting Charts
- Inserting CAD Drawings
- Inserting Text Boxes
- Review Questions

Lesson 8: Formatting the Page

- Changing the Theme of the Current Page
- Choosing a Variant for the Current Page
- Applying a Page Background
- Adding Borders and Titles
- Review Questions

Lesson 9: Managing Pages

- Inserting Pages
- Browsing Through Pages
- Renaming Pages
- Deleting Pages
- Creating Background Pages
- Review Questions
- Review Questions

Lesson 10: The Finishing Touches

- Checking Spelling
- Modifying Page Size
- Modifying Page Orientation
- Using Page Setup
- Adding Headers and Footers
- Review Questions

Lesson 11: Printing and Sharing Your Drawings

- Using Presentation Mode
- Saving a Drawing as PDF or XPS
- Saving a Drawing as an Image
- Printing a Drawing
- E-Mailing a Drawing
- Sharing Your Drawings on SkyDrive, Twitter, and Facebook
- Review Questions

Lesson 12: Customising the Interface

- Expanding and Collapsing the Ribbon
- Customising the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes
- Review Questions

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote