



Microsoft Visio 2013 Overview

One-Day Course

Windows

Course Overview:

Visio allows you to create business and technical diagrams to document and organize complex ideas, processes, and systems. You will learn to create diagrams easily by dragging predefined “SmartShapes” symbols. This course focuses on creating business drawings including a brief overview of Organizational Charts and Flow Charts.

Course Content:

- The Visio window and tool bars
- Page setup dialog box and tabs
- Create Organization (Org) Chart
- Creating synchronized copies in Org chart drawings
- Creating sub pages of Org charts for large organizations
- Adding layers, assigning a shape to a layer, printing and deleting a layer
- Creating Flowcharts drawings
- Dynamic versus Static Glue
- Working with Subprocess tools in process diagrams
- Creating your own master shapes, stencils and templates
- Arranging, moving, aligning and sizing shapes