

## Visio Training Class Topics

### **Lesson 1: Visio Essential**

- Key pages and commands
- Understand tool tabs and add-in tabs
- Use tool tabs
- Use add-in tabs
- Using starter diagrams
- Explore the drawing window
- Using Shapes window
- Pan and zoom in the drawing window

### **Lesson 2: Creating diagrams with Visio**

- Place shapes using the Dynamic Grid
- Select shapes
- Copy, paste, and duplicate shapes
- Position shapes by using rulers and guides
- Use rulers and guides to align and size shapes
- Resize, reposition, and reorient shapes
- Use the Size & Position window
- Connect shapes by using lines
- Create 2-D shapes using the line tools
- Connect shapes by using dynamic connectors
- Connect to shapes that contain connection points
- Connect to shapes that do not contain connection points
- Change connector style and segmentation
- Use AutoConnect and Quick Shapes
- Use AutoAdd and AutoDelete

### **Lesson 3: Manage text, shapes, and pages**

- Manage shape text
- Add text to shapes
- Reposition and resize shape text
- Orient shape text
- Create and format text
- Add ScreenTips and comments
- Insert pictures
- Replace shapes
- Group shapes
- Understanding and using layers
- Manage pages
- Work with foreground pages
- Configure foreground pages
- Manage Auto Size
- Work with background pages and borders

### **Lesson 4: Create business process diagrams**

- Select a flowchart template
- Create flowcharts
- Understanding and building swimlane diagrams
- Design BPMN diagrams
- Create subprocesses

### **Lesson 5: Create organization charts**

- Understand organization charts
- Using org chart templates
- Building organization charts manually
- Use existing data to create an organization chart
- Use the Organization Chart Wizard with new data
- Alter layout and appearance
- Arranging shapes and changing appearance
- Apply themes
- Import photographs into organization charts

### **Lesson 6: Add style, color, and themes**

- Align and space shapes
- Align and space shapes automatically
- Understand theme concepts
- Apply themes and variants
- Customize themes and variants
- Use effects and Quick Styles
- Apply solid, gradient, and pattern fills
- Apply line colors and patterns
- Use the Format Painter

### **Lesson 7: Print and share diagrams**

- Preview and print drawings
- Remove personal information
- Create graphics
- Save drawings in other file formats
- Create templates
- Share diagrams by using the Visio Viewer
- Publish diagrams to the web
- Set publishing options

[Full Visio class details available online](#)