

## Microsoft Visio

### Getting To Know Microsoft Visio

- Starting Visio
- Creating A New Drawing From A Template
- The Visio Screen
- How Microsoft Visio 2010 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Saving A New Drawing
- Exiting Safely From Visio

### Working With Stencils

- The Shapes Window
- Quick Shapes
- Creating A Custom Stencil
- Opening A Stencil
- Editing A Stencil
- Closing A Stencil

### Working With Shapes

- Placing Shapes From A Stencil
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Duplicating Shapes
- Rotating And Flipping Shapes
- Ordering Shapes
- Merging Shapes To Create New Shapes
- Grouping And Ungrouping Shapes
- Aligning Shapes
- Distributing Shapes
- Using Snap And Glue
- Using The Dynamic Grid

### Formatting Shapes

- Filling Shapes
- Formatting Lines

- Applying Shadows
- Using The Format Painter
- Protecting Shapes

### Working With Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting And Deleting Shapes
- Adding Text To Connectors
- Changing Connectors
- Working With Connection Points
- Formatting Connectors

### Containers

- Adding Containers
- Adding Shapes To A Container
- Formatting Containers
- Deleting Containers

### Working With Text

- Adding Text To Shapes
- Formatting Text
- Creating Text Blocks
- Aligning Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

### Working With Pages

- Inserting Pages
- Naming Pages
- Changing Page Order
- Rotating Pages
- Deleting Pages
- Applying A Background Style
- Adding Headers And Footers
- Inserting A Logo
- Assigning A Background Page To Other Pages
- Page Size And Orientation

### Page Tools

- Understanding Page Tools
- Zooming
- Using The Pan & Zoom Window
- Displaying Grids And Rulers

- Changing Grids And Rulers
- Setting Guides And Guide Points
- Using Guides And Guide Points
- Working With Rulers
- Changing The Scale

### **Editing Pages**

- Copying, Cutting And Pasting Shapes
- Copying A Drawing Page
- Using Find And Replace
- Using Undo And Redo

### **Themes**

- Understanding Themes
- Applying A Theme
- Creating Custom Theme Colours
- Creating Custom Theme Effects
- Copying A Custom Theme To Another Drawing
- Deleting Custom Themes

### **Outputting Drawings**

- Using Print Preview
- Print Setup And Page Size Options
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

### **Organisation Charts**

- Creating A Simple Organisation Chart
- Adding Multiple Shapes
- Converting A Shape
- Changing The Layout Of Shapes
- Changing The Spacing Of Shapes
- Creating A Team
- Changing The Order Of Shapes
- Adding A Title
- Adding Shape Data
- Creating Shape Data Fields
- Creating A Custom Shape And Stencil
- Creating Master Shape Data Fields

### **Organisation Chart Data**

- Exporting Data
- Creating Charts From Spreadsheets
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Relationships

### **Calendars**

- Creating A Calendar
- Adding Text To A Calendar
- Adding Art To A Calendar
- Adding A Multi-day Event To A Calendar
- Adding A Thumbnail Month

- Changing The Calendar Theme

### **Gantt Charts**

- Understanding Gantt Charts
- Gantt Chart Options
- Creating A Gantt Chart
- Completing Task Details
- Creating Subtasks
- Linking And Unlinking Tasks
- Adding And Deleting Tasks
- Adding And Hiding Columns
- Formatting Task Bars
- Navigating A Gantt Chart
- Exporting From A Gantt Chart
- Importing Data Into A Gantt Chart
- Printing Gantt Charts

### **Cross Functional Flowcharts**

- Understanding Cross Functional Flowcharts
- Creating A Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes And Phases
- Formatting Cross Functional Charts