

MICROSOFT VISIO

OBJECTIVES

At the end of the course, the participant will have mastered the basic functions of Microsoft Visio. They will create graphical pages integrating images, shapes and texts. Acquire ease and efficiency in the implementation of Visio for the realization of current drawings, flowcharts, diagrams and plans. Represent and link data with PivotDiagrams. The training is organized around many practical examples.



TARGET CLIENTELE

Anyone needing to create diagrams to capture and share information about processes, infrastructure or applications

PREREQUISITES

Microsoft Windows

COURSE SYLLABUS

1. Introducing Visio

- The Visio screen
- The Visio window
- The Ribbon and tabs
- Contextual tabs
- The drawing window
- The template window
- New possibilities

2. Manipulate a Drawing

- Save a drawing, the summary sheet
- Open/close a drawing/move in directories
- Models, assistants
- The workspace

3. Create a New Drawing

- Shape structure
- Shape properties
- Drag and drop
- Magnetism, markers, grid
- Change shape format
- Use Office themes
- Arrange shapes: alignment, distribution
- Rotate shapes
- Connecting shapes: manual, automatic

4. Creating Custom Shapes

- Draw personal shapes: drawing tools
- Combine shapes
- Protecting shapes

5. Adding Text to the Drawing

- Independent text blocks
- Texts incorporated into a form
- Character formatting
- Paragraph formatting: alignments, withdrawals, tabs
- The styles

6. Data Representation

- The Data Selection Wizard
- The Automatic Link Wizard
- The Data Graphics Gallery
- PivotDiagrams

7. Managing and Printing Drawing Pages

- Layer sheets
- The first and background pages
- Display and rearranging pages
- Create and delete custom templates
- Layout and printing of a drawing

8. Use Visio with Other Applications

- Embed an object
- Link an object file in a Visio drawing
- Import/export
- Exporting to an Access database
- Publish a drawing in HTML
- Save a diagram in PDF