



Level 1 - Creating Basic Diagrams

Duration: 1 Day
Mandatory Prerequisites: A working knowledge of the Windows environment and mouse skills.
Preferred Prerequisites: Light exposure to basic flowcharting.

Starting a New Diagram (10 min)
 Choosing Drawing Type

Visio Environment (15 min)
 Stencils
 Menus & Toolbars
 Zoom & Pan
 Rulers
 The Grid

Adding Shapes (20 min)
 Shape Components
 Adding from the Stencil
 Using the Stamper Tool

Selecting Shapes (20 min)
 Selecting Single Shapes
 Selecting Multiple Shapes

Modifying Shapes (25 min)
 Rotating Shapes
 Size & Position Window
 Sizing Shapes
 Moving Shapes
 Copying Shapes

Organising Shapes (25 min)
 Distributing Shapes
 Grouping Shapes
 Shape Order
 Action Toolbar
 Aligning Shapes

Adding Connector Lines (35 min)
 Connector Shapes Stencil
 Connector Tool
 Dynamic / Static Connectors
 Adjusting Connector Lines
 Connect Shapes Command
 Connect Shapes as you Build

Adding Text (20 min)
 Double Click
 Select & Type
 The Text Tool

Formatting Shapes (25 min)
 Formatting Toolbar
 Format Shape Toolbar
 Format Line Dialog
 Format Fill Dialog

Format Shadow Dialog
 Format Corner Rounding Dialog

Formatting Text (30 min)
 Formatting Toolbar
 Format Text Toolbar
 Format Text Dialog
 Paragraph Formatting

Adjusting Text Blocks (15 min)
 Moving Text Blocks
 Sizing Text Blocks
 Rotating Text Blocks

Working with Pages (30 min)
 Drawing Scale
 Inserting New Pages
 Deleting Pages
 Background Pages
 Page Setup Vs Page Size

Organisation Charts (45 min)
 Placing Shapes
 Placing Multiple Shapes
 Changing Shape Order
 Changing Branch Layouts
 Showing / Hiding Branches
 Creating Synchronised Copies
 Chart Options
 Changing Shape Spacing

Cross Functional Flowcharts (45 min)
 Initial Layout Selection
 Adding Title Bar Text
 Adding Bands
 Deleting Bands
 Naming Bands
 Formatting Bands
 Adding Shapes
 Adding Separators
 Resizing Bands
 Rearranging Bands
 Adding Pages