

# Microsoft Visio – Basic Course

Course code: MSV11

This course is assigned for all, who want to work with Microsoft Visio. Students will learn to create different layouts, organization diagrams and technical schemes.

## Who is the course for

This course is assigned for users, who work with usual Microsoft Office applications, and want to use schemes and diagrams in their documents.

## What we teach you

You will learn to draw and create schemes in Microsoft Visio.

## Required skills

Basic work with computer.

## Course Outline

### Introduction

- Visio interface description
- Inserting a drawing

### Working with shapes

- Using grab points
- Selecting shapes
- Moving shapes
- Working with a group
- Rotating and flipping
- Duplicating shapes
- Searching shapes in libraries

### Formatting shapes

- Formatting lines, filling and shadows
- Format copying
- Formatting more shapes at once
- Using custom line and fill patterns

### Working with connectors

- Creating and editing of connectors
- Crossing of connectors
- Working with automatic connectors

### Working with text

- Inserting a text into drawings and shapes
- Editing a text
- Formatting a text

### Printing of shapes and drawings

- Print preview
- Print zoom of printed drawing
- Printing of selected shapes and pages
- Page header and footer

### Integrating Visio data into other documents

- Inserting shapes and drawing
- Linking objects

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# Microsoft Visio – Basic Course

- Export
- Sending via e-mail

## Pivot diagram

### Document styles and patterns

- Using styles
- Creating and editing styles
- Copying styles among drawings
- Creating new document patterns

### Itemization of shapes into layers

- Using layers
- Creating, deleting and renaming layers
- Assigning shapes to layers
- Using a layer

### Automatic repositioning of shapes

- Setting style and depth
- Setting spaces among shapes

### Precise drawing

- Gluing of shapes
- Creating guides and guiding points
- Exact setting of size and position of shapes
- Reading of size and setting a rule

### Shape and file protection

- Protecting shapes from changes by locking
- Saving file as read only file

### Drawing and editing of shapes

- Creating shapes by composing items
- Editing shapes
- Saving created shapes into libraries

### Creating and saving drawings

- Viewing and hiding toolbars and windows
- Working with pages
- Creating multi page drawings
- Using background pages

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