Microsoft Visio – Basic Course

Course code: MSVI1

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

GOPAS Praha
Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk

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- 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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