

# MS VISIO



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** When you have completed a this course, you will be able to use the software for tracking projects, streamlining business processes, mapping networks, tracking resources, charting organizations, diagramming building sites, and optimizing systems. Your new communications skills won't go unnoticed. Not only will you be able to more effectively communicate with others, your productivity will soar. You can visually look at trends, issues, and problems and then take the steps necessary to act on them.

**Pre-Requisites:** This training requires no prior knowledge of MS Visio, however it would be beneficial to have a general understanding of computers and the Windows Operating system as you will be required to start applications, work with and copy files, and locate file folders.

### Visio 2003 / 2007 Essentials:

- Creating A Blank Drawing From A Template
- The Visio 2003 / 2007 Screen
- Using The Menu Commands
- Using The Keyboard Shortcuts
- Using The Toolbars
- Screen Tips
- Opening Stencils
- Working With Stencils
- Saving A New Drawing

### Shapes:

- Placing Shapes From Stencils
- Stamping Shapes
- Selecting Shapes
- Moving Shapes
- Duplicating Shapes
- Aligning Shapes
- Distributing Shapes
- Grouping Shapes

### Working With Text:

- Adding Text to Shapes
- Formatting Text In Shapes
- Selecting And Editing Text
- Creating A Heading
- Creating a Text Block
- Aligning Text
- Spell Checking Text

### Getting Connected:

- Connecting Shapes
- Connecting Shapes Manually
- Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines
- Changing Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines

### Page Tools:

- Page Tools Reference
- Zooming
- The Pan And Zoom Window
- Displaying / Changing Grids And Rulers
- Setting And Using Guides And Guide Points
- Working With Rulers
- Changing The Scaling
- The Drawing Explorer

### Size And Position:

- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Using Snap And Glue
- Positioning A Shape Precisely
- Rotating Shapes Precisely
- Free Rotating
- Flipping Shapes
- Changing The Order Of Shapes

### Formatting Shapes:

- Formatting With The Menu
- Formatting With The Toolbars
- Using The Format Painter
- Adding Shadows To Shapes
- Protecting Shapes

### Working With Pages:

- Naming Pages
- Inserting Pages
- Navigating Through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting A Background
- Centering Content On A Page
- Deleting Pages

### Styles:

- Styles Explained
- Redefining Existing Styles
- Modifying The Connector Style
- Defining A New Style
- Basing One Style On Another Style
- Partial Styles
- Deleting Styles

### Printing:

- Using Print Preview
- Creating Headers And Footers
- Setup Print Options
- Changing Page Size
- Printing Options

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