

# FlexiCoach

Software Coaching and Consulting

## Microsoft Visio Designer

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In the Visio Designer Course, the Participant will learn to create Diagrams or Other drawings using Stencil Shapes, Connectors and Other Drawing Tools with a high level of Accuracy. Flow Charts to Floor Layouts, Network and IT Infrastructure etc.. This course teaches you firstly the basics and builds your skills from there. Its a must for any needing to create drawings of varying complexity.

### Getting to Know Visio

- Starting Visio in Windows 10
- Understanding the Start Screen
- Creating a New Drawing From a Template
- The Visio Screen
- How Microsoft Visio Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Saving a New Drawing
- Exiting Safely From Visio

### Working With Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Using Quick Shapes
- Creating a Custom Stencil
- Opening a Stencil
- Editing a Stencil
- Closing a Stencil

### Working With Shapes

- Placing Shapes From a Stencil
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Copying Cutting and Pasting Shapes
- Duplicating Shapes
- Rotating and Flipping Shapes

### Working With Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting and Deleting Shapes
- Adding Text to Connectors
- Changing Connectors
- Working With Connection Points
- Formatting Connectors

### Containers

- Adding Containers
- Adding Shapes to a Container
- Formatting Containers
- Deleting Containers

### Working With Text

- Adding Text to Shapes
- Formatting Text
- Adding Text to the Page
- Editing Text
- Using Find and Replace
- Aligning Text
- Moving Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

### Working With Pages

- Inserting Pages
- Naming Pages
- Duplicating Pages
- Changing Page Order
- Deleting Pages
- Applying a Background Style
- Adding Headers and Footers
- Inserting a Logo
- Assigning a Background Page to Other Pages

### Working Collaboratively

- Adding Comments
- Working With Comments
- Using the Comments Pane
- Commenting With Ink
- Coauthoring Drawings
- Saving to OneDrive
- Sharing Drawings
- Opening Shared Drawings

### Outputting Drawings

- Using Print Preview
- Fitting a Drawing to Printer Pages
- Printing a Drawing
- Emailing Drawings

### Organisation Charts

- Organisation Chart From Scratch
- Adding Multiple Shapes
- Changing a Position Type
- Changing the Layout of Shapes
- Changing the Spacing of Shapes
- Creating a Team
- Changing the Order of Shapes
- Adding a Title
- Inserting Pictures
- Formatting an Organisation Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating a Custom Shape and Stencil
- Creating Master Shape Data Fields

### Organisation Chart Data

- Creating an Org Chart From Employee Data
- Org Chart From a New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies

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## Working with Shapes cont...

- Ordering Shapes
- Merging Shapes to Create New Shapes
- Grouping and Ungrouping Shapes
- Aligning Shapes
- Aligning Shapes Using the Dynamic Grid
- Distributing Shapes
- Changing Shapes
- Using Snap and Glue

## Formatting Shapes

- Applying Quick Styles
- Formatting the Fill
- Formatting Lines
- Applying Effects
- Using the Format Painter
- Using Undo and Redo
- Protecting Shapes

## Page Tools

- Understanding Page Tools
- Zooming & Panning
- Using the Pan and Zoom Window
- Displaying Grids and Rulers
- Changing Grids and Rulers
- Setting Guides and Guide Points
- Using Guides and Guide Points
- Working With Rulers
- Changing the Scale

## Themes

- Understanding Themes
- Applying a Theme
- Applying a Theme Variant
- Highlighting Shapes With Quick Styles
- Embellishing Shapes
- Creating a Custom Theme
- Creating Custom Theme Colours

## Cross Functional Flowcharts

- Understanding Cross Functional
- Creating a Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes and Phases
- Formatting Cross Functional Charts

## Other Layouts (Additional)

- Network Diagram
- Floor Plan
- Office Layout Plan
- Gantt Chart Diagram
- Mind Mapping Drawing
- Calendar Drawing

## RELATED COURSES

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PowerPoint Presenter | PowerPoint Designer | Publisher | Project Foundation



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective, Participant may choose to focus on certain skills, more than others.**

For further information on this or another Course, please contact us by email to [coach@flexicoach.com.au](mailto:coach@flexicoach.com.au)

Or submit a request via our website:

[www.flexicoach.com.au](http://www.flexicoach.com.au)