



Getting to know Visio 2016

- Understanding The Start Screen
- Create A New Drawing From A Template
- The Visio Screen
- How Microsoft Visio 2013 Works
- Understanding The status Bar
- Customising The Status Bar

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
- 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

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 Connectors
- 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
- Page Size And Orientation

Outputting Drawings

- Using Print Preview
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

Organisation Charts

- Creating An 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 Organizational Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating A Custom Shape and Stencil
- Creating Master Shape Data Fields

Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating A Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking And Unlinking Tasks
- Adding And Deleting Tasks
- Adding Milestones
- Adding And Hiding Columns
- Navigating A Gantt Chart
- Formatting Tasks Bars
- Managing A Timescale
- Exporting From A Gantt Chart
- Importing Data Into A Gantt Chart
- Printing Gantt Charts

Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating A Cross Functional Flowchart
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adding Swimlanes And Phases
- Formatting Cross Functional Charts