

# Microsoft Visio 2013

Duration: 16hrs

**Target Audience:** This course is designed for users who need to use the diagramming capabilities with Microsoft Visio 2013.

**Pre-requisites:** Basic knowledge of Microsoft Windows operating system knowledge and Microsoft Office.

## Course Outline

### Module 1: The Basics

- Getting Started
- Signing In
- Creating a New Drawing
- Saving a Drawing
- Opening a Drawing

### Module 2: Your First Drawing

- Understanding the Shapes Pane
- Adding Shapes to a Drawing
- Connecting Shapes
- Using Drag and Drop
- Using Cut, Copy, and Paste
- Using Undo and Redo

### Module 3: Working with Shapes

- Selecting Shapes
- Moving Shapes
- Rotating Shapes
- Resizing Shapes
- Duplicating Shapes
- Deleting Shapes

### Module 4: Formatting Shapes

- Applying a Shape Style
- Changing the Fill Color
- Changing the Line Color
- Adding Effects

### Module 5: Arranging Shapes

- Using Auto Align
- Using Auto Space
- Using Auto Align & Space
- Changing the Layout of the Page

- Rotating the Diagram

### Module 6: Formatting Text

- Changing the Font Face, Size, and Color
- Applying Text Effects
- Using the Text Dialog
- Changing Text Alignment
- Rotating Text

### Module 7: Inserting Art and Objects

- Inserting Online Pictures
- Inserting Local Pictures
- Inserting Charts
- Inserting CAD Drawings
- Inserting Text Boxes

### Module 8: Formatting the Page

- Changing the Theme of the Current Page
- Choosing a Variant for the Current Page
- Applying a Page Background
- Adding Borders and Titles

### Module 9: Managing Pages

- Inserting Pages
- Browsing Through Pages
- Renaming Pages
- Deleting Pages
- Creating Background Pages

### Module 10: The Finishing Touches

- Checking Spelling

- Modifying Page Size
- Modifying Page Orientation
- Using Page Setup
- Adding Headers and Footers

### • **Module 11: Printing and Sharing Your Drawings**

- Using Presentation Mode
- Saving a Drawing as PDF or XPS
- Saving a Drawing as an Image
- Printing a Drawing
- E-Mailing a Drawing
- Sharing Your Drawings on SkyDrive, Twitter, and Facebook

### **Module 12: Customizing the Interface**

- Expanding and Collapsing the Ribbon
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes

### **Module 13: Doing More with Shapes**

- Using Paste Special
- Inserting a Field
- Adding ScreenTips
- Adding Hyperlinks

### **Module 14: Working with Containers**

- Adding a Container
- Adding Shapes to a Container
- Removing Shapes from a Container
- Changing the Style of the Container
- Resizing a Container
- Disbanding the Container

### **Module 15: Adding Callouts**

- Inserting a Callout
- Moving a Callout
- Changing the Position of the Callout Line
- Resizing a Callout
- Changing the Callout Style

### **Module 16: Using Layers**

- Adding a Layer
- Showing and Hiding Layers
- Activating a Layer
- Preserving Group Member Layers
- Coloring Layers
- Locking Layers

### **Module 17: Linking Data to Shapes**

- Manually Adding Data with the Shape Data Window
- Manually Linking Shape Data
- Automatically Linking Shapes to Data
- Refreshing the Data Source
- Removing Data Links

### **Module 18: Using Data Graphics**

- Inserting Data Graphics
- Creating Custom Data Graphics
- Editing Data Graphics
- Removing Data Graphics

### **Module 19: Creating Process Diagrams**

- Creating a Process Diagram
- Adding Shapes
- Creating New Subprocesses
- Linking Subprocesses
- Editing Sub-process Links
- Checking the Diagram for Errors

### **Module 20: Creating Cross-Functional Flowcharts**

- Creating a Cross-Functional Flowchart
- Adding Swimlanes and Separators
- Adding Shapes
- Changing Diagram Orientation and Direction
- Modifying Swimlane Margins
- Choosing a Flowchart Style

**Module 21: Creating Organization Charts**

- Creating an Organization Chart Manually
- Creating an Organization Chart with the Wizard
- Adding Shapes
- Adding Images
- Changing the Shape Style

**Module 22: Doing More with Organization Charts**

- Modifying the Layout
- Changing the Spacing
- Modifying Positioning
- Creating and Using a Synchronized Copy
- Comparing Charts

**Module 23: Creating Workflow Diagrams**

- Creating a Workflow Diagram
- Adding Shapes
- Importing SharePoint Workflows
- Exporting Workflows to SharePoint
- Creating Stage Outlines

**Module 24: Creating Gantt Charts**

- Creating the Gantt Chart
- Entering Tasks, Dates, and Durations
- Adding Rows
- Adding Columns
- Configuring Working Time