

# Microsoft Visio

## Introduction

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

2 x half days – 7 hours

#### Cost

\$445 GST- Exempt  
includes \$45 training manual

#### Prerequisite

Experience with Microsoft  
Windows and use of a mouse.

#### Objectives

To provide a thorough  
understanding of the  
comprehensive concepts and  
skills that will enable the  
participant to effectively use  
Visio.

#### Methodology

Group and individual instruction,  
hands on, practical exercises,  
visual aids, comprehensive course  
documentation.

#### Expected Outcome

By the end of the course the  
participant should be able to use  
the following functions and  
features of Visio.

### CONTENT

#### Visio Essentials

- Starting Microsoft Visio
- Creating a Blank Drawing from a Template
- The Microsoft Visio Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Screen Tips
- Opening Stencils
- Working with Stencils
- Saving a New Drawing
- Exiting From Visio

#### 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 Connector Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines

### Page Tools

- Zooming
- The Pan & Zoom Window
- Displaying Grids and Rulers
- Changing Grids and Rulers
- Setting Guides and Ruler Points
- 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

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*For bookings contact us on:*

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### CONTENT (continued)

#### Working with Pages

- Naming Pages
- Inserting Pages
- Navigating Through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting a Background
- Centring Content on a Page
- Deleting Pages

#### Styles

- Styles Explained
- Redefining Existing Styles
- Modifying the Connector Style
- Defining a New Style
- Applying a Style
- Basing One Style on another Style
- Partial Styles
- Deleting Styles

#### Printing

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

COURSE OUTLINE

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