



# Visio 2013 Level 1 Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## Course Objectives:

- Create, open, close, and save drawing files, and work with stencils and drawing pages.
- Use the drawing features in Visio, including the drawing tools, master shapes, and formatting tools; and formatting drawing pages using themes, variants, and Quick Styles.
- Use the text editing and formatting tools available in Visio.
- Use shape connectors, and become familiar with methods of connecting shapes and glue types, as well as connecting organization chart shapes.
- Add headers and footers to a drawing, create and apply background pages, and preview drawing files.
- Use the Find Shape command to locate shapes on stencils, and use the Spelling dialog box to check for and correct spelling errors.

*This course is for students who are new to Visio and want to create drawings such as Flow Charts, Organization Charts and Workflow diagrams.*

Course Content:	
<b>Getting Started with Visio 2013</b>	Understanding Visio 2013 Concepts Getting Started; Identifying Window Components Creating Drawings; Opening Visio files & Graphics Working with Stencils & Shapes Working with Drawing Pages Viewing Drawings
<b>Creating Drawings</b>	Understanding Drawings Drawing, Editing, Formatting & Arranging Shapes Using Advanced Drawing Tools Using Themes, Variants & Quick Styles
<b>Working with Text</b>	Understanding Text basics Working with Text & Shapes Editing & Formatting Text
<b>Connectors and Glue</b>	Using Connectors & Glue Choosing a Connector Type & Method of Connecting shapes Using Glue Connecting Organization Chart shapes
<b>Previewing and Printing</b>	Setting up Pages, Headers & Footers Defining Background pages Printing & Previewing
<b>Visio Tools</b>	Searching for Shapes Checking Spelling