



Visio 2016 Level 1 Course Content

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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: | |
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| Getting Started with Visio 2016 | Understanding Visio 2016 Concepts Getting Started; Identifying Window Components Creating Drawings; Opening Visio files & Graphics Working with Stencils & Shapes Working with Drawing Pages Viewing Drawings |
| Creating Drawings | Understanding Drawings Drawing, Editing, Formatting & Arranging Shapes Using Advanced Drawing Tools Using Themes, Variants & Quick Styles |
| Working with Text | Understanding Text basics Working with Text & Shapes Editing & Formatting Text |
| Connectors and Glue | Using Connectors & Glue Choosing a Connector Type & Method of Connecting shapes Using Glue Connecting Organization Chart shapes |
| Previewing and Printing | Setting up Pages, Headers & Footers Defining Background pages Printing & Previewing |
| Visio Tools | Searching for Shapes Checking Spelling |