

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Microsoft Visio Essentials</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Learn to use Visio to create a variety of business diagrams such as organization charts, flow charts, Gantt charts, timelines, maps and business forms. Topics include using Visio drawing tools, formatting graphic objects, adding text to a drawing, joining graphic objects, and finalizing a drawing.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Using the Visio Interface<ol style="list-style-type: none"><li>1.1. Using Zoom and Pan</li><li>1.2. Using the Drawing Explorer</li><li>1.3. Managing Stencils</li></ol></li><li>2. Managing Shapes<ol style="list-style-type: none"><li>2.1. Creating One-Dimensional Shapes</li><li>2.2. Creating Two-Dimensional Shapes</li><li>2.3. Selecting Shapes</li><li>2.4. Moving and Sizing Shapes</li><li>2.5. Duplicating and Stamping Shapes</li><li>2.6. Using Handles, End Points, and Connection Points</li><li>2.7. Working with Vertices and Control Points</li><li>2.8. Using Eccentricity Handles</li><li>2.9. Rotating Shapes</li><li>2.10. Locking Shapes</li><li>2.11. Using Color Schemes</li></ol></li><li>3. Working with Text<ol style="list-style-type: none"><li>3.1. Adding Text to Shapes</li><li>3.2. Adding Freestanding Text</li><li>3.3. Moving and Sizing Text Blocks</li><li>3.4. Formatting Text</li></ol></li><li>4. Connecting Shapes<ol style="list-style-type: none"><li>4.1. Using the Connector Tool and AutoConnect</li><li>4.2. Adding Connection Points</li><li>4.3. Using Static and Dynamic Glue</li><li>4.4. Setting Glue Options</li><li>4.5. Using Layout and Routing Options</li></ol></li><li>5. Using Measurement, Placement and Alignment Tools<ol style="list-style-type: none"><li>5.1. Using Align and Distribute Commands</li><li>5.2. Applying and Aligning to Guides</li><li>5.3. Using Rulers and Set Drawing Scale</li><li>5.4. Using Snap and Dynamic Grid</li></ol></li><li>6. Customizing Shapes<ol style="list-style-type: none"><li>6.1. Using Shape Operations</li><li>6.2. Creating Dynamic Shapes</li><li>6.3. Formatting Shapes</li><li>6.4. Ordering, Grouping and Ungrouping Shapes</li></ol></li><li>7. Working with Pages<ol style="list-style-type: none"><li>7.1. Setting up a Drawing to Print</li><li>7.2. Changing the Print Scale</li><li>7.3. Creating Headers and Footers</li><li>7.4. Adding, Deleting, Renaming and Moving Pages</li><li>7.5. Adding a Background Page</li></ol></li></ol>