

Visio Training: Mastering Graphics Creation (VISIOP, 2 jours)

Description

The course Mastering Graphics Creation (Visio Training) teaches you to create professional diagrams with MS Visio. You learn how to configure Visio, draw scaled & unscaled diagrams, group & ungroup objects, transform objects & more. The training includes tips & tricks that make working with MS Visio easier including selecting multiple object, using keyboard shortcuts, using visible grids, creating custom shapes & more.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Getting Starter with Microsoft Visio

Navigating Microsoft Visio

Exploring the Ribbon and its features

Choosing Shapes

Resizing Shapes

Setting Visio Options

Working with Stencils

Searching for Shapes

Saving Diagrams: Types and Options

Exercise: Creating a Basic Diagram

Working with Diagrams

Setting Visio Options

Setting Diagram Information

Working with Pages

Page Setup: Paper Size, Margins and More

Working with Templates: Finding the Right Template

Working with Themes: Creating and Using Them

Exercise: Preparing for Diagram Creation

Working with Shapes

Overview of Available Shapes

Formatting a Shape: Fill Pattern, Font, Size, Weight and Borders

Adding Text to a Shape

Formatting Shape Text

Connecting Shapes

Formatting Shape Connections

Working with Objects and ClipArt

Advanced Shape Formatting

Exercise: Creating a Complete Diagram

More on Shapes

Working with Comments

Working with Layers

About Shape Alignment and Ordering

Working with Shape Alignment

Working with Shape Ordering

About Locking and Unlocking Shapes

Working with Gridlines and Shape

Working with Visio Extras

Printing Visio Diagrams

Exercise: Creating the diagram that you want

Stencils

Overview of Available Stencils

Choosing a Stencil

Creating a Stencil

Editing Stencils

Exercise: Creating a custom stencil

Business Process Mapping

About Business Processes and the role of Business Process Diagrams

Introduction to Basic BPM Shapes

Creating a Business Process Diagram

Working with Outlines

Creating a Workflow

More on Business Process Diagrams

Exercise: Creating a business process map

A Few Additional Diagrams

Software Design Diagrams: UML