

Class Title: Microsoft Visio Essentials

Duration: 1 Day

- 1. Using the Visio Interface**
 - 1.1. Using Zoom and Pan
 - 1.2. Using the Drawing Explorer
 - 1.3. Managing Stencils
- 2. Managing Shapes**
 - 2.1. Creating One-Dimensional Shapes
 - 2.2. Creating Two-Dimensional Shapes
 - 2.3. Selecting Shapes
 - 2.4. Moving and Sizing Shapes
 - 2.5. Duplicating and Stamping Shapes
 - 2.6. Using Handles, End Points, and Connection Points
 - 2.7. Working with Vertices and Control Points
- 3. Working with Text**
 - 3.1. Adding Text to Shapes
 - 3.2. Adding Freestanding Text
 - 3.3. Moving and Sizing Text Blocks
 - 3.4. Formatting Text
- 4. Connecting Shapes to Create Diagrams and Flowcharts**
 - 4.1. Using the Connector Tool and Auto-Connect
 - 4.2. Adding Connection Points
 - 4.3. Using Static and Dynamic Glue
 - 4.4. Setting Glue Options
 - 4.5. Using Layout and Routing Options
 - 4.6. Creating and Modifying Organization Charts
- 5. Using Measurement, Placement and Alignment Tools**
 - 5.1. Using Align and Distribute Commands
 - 5.2. Applying and Aligning to Guides
 - 5.3. Using Rulers and Set Drawing Scale
 - 5.4. Using Snap and Dynamic Grid
- 6. Working with Pages**
 - 6.1. Setting up a Drawing to Print
 - 6.2. Changing the Print Scale
 - 6.3. Creating Headers and Footers
 - 6.4. Adding, Deleting, Renaming and Moving Pages
 - 6.5. Adding a Background Page