Visio 2016/2019 – Basics («V3K»)

In this course, you will learn how to use Visio 2016/2019 to visualize diagrams from a wide variety of workspaces. You will learn many new features from Visio 2016/2019 that make it easier to create diagrams.

Duration: 2 days
Price: 1'300.–
Course documents: Digicomp courseware

Content

- Introduction
  - Versioning MS Visio
- Create or change a drawing
  - Selecting a template
  - File properties
  - File types
  - Main screen with tapes
- Handling of existing templates and shapes
  - Use templates
  - Window sizes and positions
  - Place auxiliary window
  - Using shapes
  - Adjusting the view and position of the drawing sheet
  - Determine shapes size and position
  - Use of rulers and alignment aids
  - Edit shape text
  - Using field functions in text
- Create and modify shapes
  - Drawing 1D shapes
  - Properties of the drawing tools
  - Connecting Lines
  - Draw 2D shapes
  - Combine multiple shape geometries
  - Create and maintain groups
  - Define Visibility
- Format shapes
  - Methods and possibilities for formatting
  - Local formatting
  - Lines
  - Filling area
  - Shadow
  - Text
  - Format with designs
  - Create and apply your own designs
  - Influencing the behavior of shapes
  - Protection features
- Connector
  - Static and dynamic connectors
  - Connection types
  - Tool for attaching the connectors
  - Additional tools and connection options

- Select and place connector shapes
  - Edit connector shapes
  - Create and edit connection points
  - Internal connectors
- Configuring tools for drawing and positioning
  - Rulers and grids
  - Determine schedule line
  - Snap and glue
  - More options to draw shapes
  - Auxiliary, guidelines, and points
- Working with drawing sheets
  - Setting up the drawing sheets
  - Print as a whole or in several parts
  - Multiple drawing sheets
  - Character scale
  - Backgrounds and standard forms
  - Headers and footers
  - Individual forms
  - Layout and arrangement of connectors and shapes
  - Central shadow definition
- Print and save
  - Using the print options
  - Storage options
- Exercises with standard templates
  - Organization chart
  - Standard flowchart
  - Organigram Import/Export Wizard
  - Process flow chart (ISO 9000 or / BPMN 2.0)
  - Use of layer properties
  - Office and building plan

Key Learnings

- Apply common methods to create, customize, and extend standard Visio objects
- Knowledge of the new features and possibilities of Visio 2016/2019
- Significant increase in the productivity of your everyday working life
- Modular course documentation as a reference work even after the course has ended

Target audience

This course is aimed at beginners in Visio who want to get to know the features and functions of Visio 2016 and 2019 in detail to use the existing company or Visio standards in their field of work, but also to adapt them to their individual needs.

Additional information

We offer participants the opportunity to choose between version 2016 and 2019 for the software. The course materials are based on version 2019. If required, the trainer will explain the differences between the versions.

Further courses

- Visio 2016/2019 – Advanced Course («V3E»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-visio-20162019-basics