



VISIO ESSENTIALS

SYLLABUS



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CYPAD SERVICES LIMITED

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Section 1: Getting Started

Lesson 1.1: Starting Out

What is Microsoft Visio?

Interface Overview

Lesson 1.2: Using the Getting Started Window

Choosing a Template Category

Choosing a Template

Opening a Recent Template or Drawing

Using a Sample

Templates, Stencils, and Shapes

Section 2: Creating a Basic Drawing

Lesson 2.1: Creating a Basic Drawing

Using the Shapes Pane

Adding Shapes

Lesson 2.2: Basic Editing Commands

Selecting Shapes

Resizing Shapes

Moving Shapes

Duplicating Shapes

Lesson 2.3: Formatting Shapes

Changing Line Style

Changing Fill Color

Adding Shadows

Modifying Corners

Using Themes

Using the Format Painter

Lesson 2.4: Adding Text

Using the Text Box Tool

Using the Text Block Tool

Typing and Editing Text

Inserting Symbols

Lesson 2.5: Formatting Text

Adding Basic Effects

Changing Text Colour

Aligning Text

Lesson 2.6: Working with Pages

Adding Pages

Switching Between Open Pages

Removing Pages

The Page Setup Dialogue

Section 3: Doing More with Your Drawing

Lesson 3.1: Other Ways to Add Shapes

Adding Shapes from the File Menu

Accessing Shapes from the Standard Toolbar

Using the Drawing Tools Toolbar

Adding Shape Screen Tips

Lesson 3.2: Working With Shapes

Grouping Shapes

Rotating and Flipping Shapes

Aligning and Distributing Shapes

Snap and Glue

Double Click Behaviors

Lesson 3.3: More Shape Tasks

Connecting Shapes

Configuring a Layout

Using the Re-Layout Command

Other Shape Operations

Lesson 3.4: Adding Objects

Inserting an Image

Formatting a Picture

Section 4: Viewing and Printing your Drawings

Lesson 4.1: Managing your Drawings

Using Zoom

Using Guides

Viewing or Hiding Rulers, Grids, Guides, and Connection Points

Lesson 4.2: Visio Windows

Using the Pan and Zoom Window

Using the Size and Position Window

Using the Drawing Explorer Window

Lesson 4.3: Using Print Preview

Opening Print Preview

Using the Print Preview Toolbar

Zooming In and Out

Changing View Options

Navigating Print Preview

Setting Print Options

Lesson 4.4: Printing a Drawing

Print Commands