Microsoft Visio 365 Compact (VS365K)

ID VS365K **Price** 990.— €(excl. tax) **Duration** 2 days

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Course Overview

Learn quickly and efficiently how to create meaningful charts, organizational charts, and flowcharts with Visio. With the help of easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Visio. Learn the basic working techniques of Visio, such as how to insert, position, edit, and label shapes on the drawing page.

After the basic overview of the possibilities of Visio, you will gradually learn all Visio features that are important in later practice - from the use of intelligent guides and connectors to the use of layers and the creation of your own templates and master shapes. In this way, you can easily expand your Visio skills step by step according to your personal requirements. In addition, "Visio 2019 - Basics" also provides you with valuable services as a quick reference book time and again.

- Basic Visio Techniques
- Adjust and position shapes
- Connect and label shapes
- Create network diagrams, flowcharts, organizational charts, and floor plans.
- Working with layers
- Import or export data (including CAD files)

Course Content

- 1 Get to know Visio
- 2 Working with shapes
- 3 Place and arrange shapes exactly
- 4 Shapes formatieren
- 5 Connecting Shapes
- 6 Label drawings
- 7 Create network diagram
- 8 Create flow chart
- 9 Create organization chart
- 10 Create room plan
- 11 Use drawings efficiently
- 12 Print drawings with individual settings
- 13 Creating your own templates and shapes
- 14 Layer technique - working with drawing layers
- 15 Importing or exporting data
- 16 Set up Visio individually

Detailed Course Outline

1 Get to know Visio

- 1.1 What is Visio
- 1.2 Visio starten
- 1.3 Creating, opening, saving and closing new files
- 1.4 Visio screen elements

2 Working with shapes

- 2.1 Insert, move and delete shapes
- 2.2 Quick Shapes area and Quick Shapes template
- 2.3 Undo actions
- 2.4 Accessing other shapes
- 2.5 Shapes markieren
- 2.6 Basics of one- and two-dimensional shapes
- 2.7 Adjust, rotate and mirror shapes
- 2.8 Copy or duplicate shapes
- 2.9 Exercise

3 Place and arrange shapes exactly

- 3.1 Basic settings
- 3.2 Changing the drawing display - "Zoom" and "Pan
- 3.3 Aligning shapes using guides
- 3.4 Align and distribute shapes
- 3.5 Arrange shapes front/rear
- 3.6 Grouping shapes
- 3.7 Combining shapes in containers
- 3.8 Exercise

4 Shapes formatieren

- 4.1 Use designs
- 4.2 Shapes formatieren
- 4.3 Adding effects to shapes
- 4.4 Exercise

5 Connecting Shapes

- 5.1 Basic knowledge connectors
- 5.2 Connecting shapes manually
- 5.3 Connecting shapes with the AutoConnect function
- 5.4 Using connector shapes from templates
- 5.5 Format and adjust connections
- 5.6 Edit connection points and line jumps
- 5.7 Exercise

6 Label drawings

- 6.1 Adding text to shapes and drawings
- 6.2 Edit text or text box
- 6.3 Formatting characters
- 6.4 Formatting paragraphs
- 6.5 Exercise

7 Create network diagram

- 7.1 Prepare network diagram
- 7.2 Inserting and editing shapes
- 7.3 Place and connect shapes
- 7.4 Labeling shapes and network diagrams

8 Create flow chart

- 8.1 Prepare flow chart
- 8.2 Insert, label and connect shapes

9 Create organization chart

- 9.1 Prepare organisation chart
- 9.2 Inserting shapes
- 9.3 Labeling the organization chart and adding pictures
- 9.4 Customize layout
- 9.5 Customizing Organizational Chart Shapes and Data

10 Create room plan

- 10.1 Prepare room plan
- 10.2 Create floor plan
- 10.3 Adjusting the floor plan
- 10.4 Inserting doors and windows
- 10.5 Inserting furniture and equipment shapes
- 10.6 Adjusting furniture shapes and completing the plan

11 Use drawings efficiently

- 11.1 Drawing sheets
- 11.2 Links
- 11.3 Shape-QuickInfos
- 11.4 Comments
- 11.5 Creating and assigning backgrounds
- 11.6 Shape protection
- 11.7 Creating and saving templates
- 11.8 Exercise

12 Print drawings with individual settings

- 12.1 Checking print pages with the print preview
- 12.2 Making page layout settings
- 12.3 Inserting headers and footers
- 12.4 Printing drawings
- 12.5 Exercise

13 Creating your own templates and shapes

- 13.1 Creating your own templates
- 13.2 Editing or deleting your own templates
- 13.3 Creating your own shapes
- 13.4 Exercise

14 Layer technique - working with drawing layers

- 14.1 What are layers
- 14.2 Visio layer control
- 14.3 Working with layers
- 14.4 Exercise

15 Importing or exporting data

- 15.1 Import graphics
- 15.2 Using Excel data as an OLE object in Visio
- 15.3 Import CAD drawing
- 15.4 Export drawings
- 15.5 Using drawings in different Visio versions
- 15.6 Exercises

16 Set up Visio individually

- 16.1 Fenster Shapes individuell anpassen
- 16.2 Customizing the toolbar for access
- 16.3 Customizing the ribbon
- 16.4 Exercise

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