



Microsoft Visio 2013

❖ General Description

The skills and knowledge acquired in **Microsoft Visio 2013** are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **Visio**
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- create and work with pages in a drawing
- work with page tools
- apply, modify and work with themes
- add and work with comments and understand co-authoring
- print, email and export drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with **Gantt** charts
- create and work with cross functional flowcharts

❖ Prerequisites

Microsoft Visio 2013 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

160 topics

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Thursday, September 05, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.





Contents

Getting To Know Visio 2013

- Starting Visio In Windows 8
- Understanding The Start Screen
- Creating A New Drawing From A Template
- The Visio Screen
- How Microsoft Visio 2013 Works
- Using The Ribbon
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Saving A New Drawing
- Exiting Safely From Visio

Working With Stencils

- Understanding Stencils
- The Shapes Window
- Quick Shapes
- Using Quick Shapes
- Creating A Custom Stencil
- Opening A Stencil
- Editing A Stencil
- Closing A Stencil

Working With Shapes

- Placing Shapes From A Stencil
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Copying, Cutting And Pasting Shapes
- Duplicating Shapes
- Rotating And Flipping Shapes
- Ordering Shapes
- Merging Shapes To Create New Shapes
- Grouping And Ungrouping Shapes
- Aligning Shapes
- Aligning Shapes Using The Dynamic Grid
- Distributing Shapes
- Changing Shapes

- Using Snap And Glue

Formatting Shapes

- Applying Quick Styles
- Formatting The Fill
- Formatting Lines
- Applying Effects
- Using The Format Painter
- Using Undo And Redo
- Protecting Shapes

Working With Connectors

- Connecting Shapes
- Automatically Adding Connected Shapes
- Connecting Existing Shapes
- Inserting And Deleting Shapes
- Adding Text To Connectors
- Changing Connectors
- Working With Connection Points
- Formatting Connectors

Containers

- Adding Containers
- Adding Shapes To A Container
- Formatting Containers
- Deleting Containers

Working With Text

- Adding Text To Shapes
- Formatting Text
- Adding Text To The Page
- Editing Text
- Using Find And Replace
- Aligning Text
- Moving Text
- Creating Bulleted Lists
- Creating Tables
- Spell Checking Text

Working With Pages

- Inserting Pages
- Naming Pages
- Duplicating Pages
- Changing Page Order
- Deleting Pages
- Applying A Background Style
- Adding Headers And Footers
- Inserting A Logo

- Assigning A Background Page To Other Pages
- Page Size And Orientation

Page Tools

- Understanding Page Tools
- Zooming
- Panning
- Using The Pan & Zoom Window
- Displaying Grids And Rulers
- Changing Grids And Rulers
- Setting Guides And Guide Points
- Using Guides And Guide Points
- Working With Rulers
- Changing The Scale

Themes

- Understanding Themes
- Applying A Theme
- Applying A Theme Variant
- Highlighting Shapes With Quick Styles
- Embellishing Shapes
- Creating A Custom Theme
- Creating Custom Theme Colours

Working Collaboratively

- Adding Comments
- Working With Comments
- Using The Comments Pane
- Commenting With Ink
- Co-authoring Drawings
- Saving To SkyDrive
- Sharing Drawings
- Opening Shared Drawings

Outputting Drawings

- Using Print Preview
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

Organisation Charts

- Creating An Organisation Chart From Scratch
- Adding Multiple Shapes
- Changing A Position Type
- Changing The Layout Of Shapes
- Changing The Spacing Of Shapes
- Creating A Team





Microsoft Visio 2013



INFOCUS COURSEWARE

Product Code: INF1338

ISBN: 978-1-925179-36-1

- Changing The Order Of Shapes
- Adding A Title
- Inserting Pictures
- Formatting An Organisation Chart
- Adding Shape Data
- Creating Shape Data Fields
- Creating A Custom Shape And Stencil
- Creating Master Shape Data Fields

- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes And Phases
- Formatting Cross Functional Charts

Organisation Chart Data

- Creating An Org Chart From Employee Data
- Creating An Org Chart From A New Data File
- Adding Employee Data
- Exporting Data
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Subordinates

Calendars

- Creating A Calendar
- Adding Appointments To A Calendar
- Adding A Multi-day Event To A Calendar
- Adding Text To A Calendar
- Adding Art To A Calendar
- Adding A Thumbnail Month
- Formatting Calendars

Gantt Charts

- Understanding Gantt Charts
- Understanding Gantt Chart Options
- Creating A Gantt Chart
- Entering Task Details
- Creating Subtasks
- Linking And Unlinking Tasks
- Adding And Deleting Tasks
- Adding Milestones
- Adding And Hiding Columns
- Navigating A Gantt Chart
- Formatting Task Bars
- Managing The Timescale
- Exporting From A Gantt Chart
- Importing Data Into A Gantt Chart
- Printing Gantt Charts

Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating A Cross Functional Flowchart



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information