



INFOCUS COURSEWARE

Microsoft Visio 2013 (with Challenge Exercises)



Product Code: INF1339

ISBN: 978-1-925179-37-8

❖ General Description

The skills and knowledge acquired in **Microsoft Visio 2013 - (with Challenge Exercises)** 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 - (with Challenge Exercises) 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

194 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.

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Contents

Getting To Know Visio 2013

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- Understanding The Start Screen
- Creating A New Drawing From A Template
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- How Microsoft Visio 2013 Works
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- 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
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- Exiting Safely From Visio
- Practice Exercise
- Practice Exercise Workspace

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- Quick Shapes
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Working Collaboratively

- Adding Comments
- Working With Comments
- Using The Comments Pane
- Commenting With Ink



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Co-authoring Drawings
Saving To SkyDrive
Sharing Drawings
Opening Shared Drawings
Practice Exercise
Practice Exercise Sample

Outputting Drawings

Using Print Preview
Fitting A Drawing To Printer Pages
Printing A Drawing
Emailing Drawings
Practice Exercise
Practice Exercise Workspace

Organisation Charts

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Creating A Custom Shape And Stencil
Creating Master Shape Data Fields
Practice Exercise
Practice Exercise Data

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Practice Exercise
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Gantt Charts

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Adding And Deleting Tasks
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Practice Exercise Data

Cross Functional Flowcharts

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Creating A Cross Functional Flowchart
Adding Swimlanes
Adding Swimlane Labels
Adding Phases
Adding Shapes
Adjusting Swimlanes And Phases
Formatting Cross Functional Charts
Practice Exercise
Practice Exercise Sample



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