



INFOCUS COURSEWARE

Microsoft Visio 2013 (with Challenge Exercises)



Product Code: INF1339

ISBN: 978-1-921939-80-8

❖ 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.

This information sheet was produced on Friday, September 06, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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



Microsoft Visio 2013

(with Challenge Exercises)



INFOCUS COURSEWARE

Product Code: INF1339

ISBN: 978-1-921939-80-8

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
- Practice Exercise
- Practice Exercise Workspace

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Data

Formatting Shapes

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

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
- Practice Exercise
- Practice Exercise Sample

Containers

- Adding Containers
- Adding Shapes To A Container
- Formatting Containers
- Deleting Containers
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

Working Collaboratively

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



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



Microsoft Visio 2013

(with Challenge Exercises)



INFOCUS COURSEWARE

Product Code: INF1339

ISBN: 978-1-921939-80-8

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

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
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
Practice Exercise
Practice Exercise Data

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
Practice Exercise
Practice Exercise Sample

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
Practice Exercise
Practice Exercise Sample

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
Practice Exercise
Practice Exercise Data

Cross Functional Flowcharts

Understanding Cross Functional Flowcharts
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



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