

INFOCUS COURSEWARE

# Microsoft Visio 2016



Product Code: INF1638

ISBN: 978-1-925526-05-9

<ul> <li>General</li> <li>Description</li> </ul>	The skills and knowledge acquired in <i>Microsoft Visio 2016</i> 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 <i>Visio</i> 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 work with <i>Gantt</i> charts create and work with cross functional flowcharts
Prerequisites	<i>Microsoft Visio 2016</i> 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	177 topics
✤ Methodology	The InFocus 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.
<ul> <li>Formats</li> <li>Available</li> </ul>	A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence
<ul> <li>Companion</li> <li>Products</li> </ul>	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 <b>www.watsoniapublishing.com</b> .

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## Product Information



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### Contents

#### **Getting to Know Visio 2016**

Starting Visio in Windows 10 Understanding the Start Screen Creating a New Drawing From a Template The Visio Screen How Microsoft Visio 2016 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**

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#### **Working With Connectors**

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#### Containers

Adding Containers Adding Shapes to a Container Formatting Containers Deleting Containers

#### **Working With Text**

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#### **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

Phone: (+61) 3 9851 4000 Fax: (+61) 3 9851 4001 info@watsoniapublishing.com www.watsoniapublishing.com Assigning a Background Page to Other Pages Page Size and Orientation

#### Page Tools

Understanding Page Tools Zooming Panning Using the Pan and 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

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#### Working Collaboratively

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#### **Outputting Drawings**

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#### **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

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# Microsoft Visio 2016

Adding Swimlanes

Adding Phases

Adding Shapes

Adding Swimlane Labels

Adjusting Swimlanes and Phases

Formatting Cross Functional Charts



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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

#### **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 Multiday 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 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



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