

Hands-On Visio®: Designing Effective Visual Solutions - 2 Days

Course 194 Overview

- You Will Learn How To**
- Create professional diagrams for a wide range of applications with Visio
 - Apply the built-in features of Visio, such as stencils, templates and connectors
 - Develop diagrams to illustrate enterprise structure, workflow and scheduling
 - Design detailed technical drawings for architectural and information technology purposes
 - Link Visio diagrams to data sources
 - Leverage Visio to create data graphics

Course Benefits Microsoft Visio allows you to easily create a broad range of business and technical diagrams applicable to any organization. In this course, you learn to use the built-in Visio templates and stencils to create sophisticated diagrams. You also learn how to incorporate Visio diagrams in Microsoft Office applications, including Word documents, Excel spreadsheets and PowerPoint presentations.

Who Should Attend Individuals who want to create diagrams and present data that has a professional look and feel. Those who need to integrate Visio with other applications to automate the creation and maintenance of diagrams will find this course especially useful. Familiarity with Microsoft Office is helpful.

Hands-On Training You gain experience through extensive hands-on exercises and an evolving case study. Exercises include:

- Drawing with basic tools and creating custom stencils
- Importing Excel data to create organization charts
- Creating flowcharts with intelligent routing
- Building a timeline using Microsoft Project data
- Embedding and linking diagrams in MS Office documents
- Creating room and office layouts
- Connecting Visio to a database to illustrate its structure
- Linking Visio shapes to data records
- Designing a Pivot Diagram

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Course 194 Outline

Introduction to Visio

- The strengths of Visio
- The role of Visio in the Microsoft Office suite
- Visio terminology

Visio Fundamentals

Basic drawing tools

- Rectangle
- Ellipse
- Line
- Arc
- Freeform
- Pencil
- Resizing and rotating shapes
- Aligning and distributing shapes
- Distinguishing between closed and open shapes

Navigating the drawing page

- Panning and zooming
- Viewing diagram details with multiple windows

Saving time with stencils and templates

- Maximizing reuse of drawing elements
- Creating customized shapes, stencils and templates
- Previewing built-in templates using the Diagram Gallery

Annotating diagrams

- Adding and formatting diagram text
- Moving text with the Text Block tool

Linking shapes with connectors

- Applying intelligent routing between shapes
- Connection strategies: point-to-point or shape-to-shape

Developing Business Process Diagrams

Visualizing organization structure

- Illustrating enterprise hierarchies with organization charts
- Automating diagram creation with the Organization Chart Wizard

Describing workflow

- Identifying flowchart shapes and their meanings
- Capturing sequences of tasks and decisions with flowcharts

Documenting project schedules

- Importing schedule information from Microsoft Project
- Preparing project timelines for use in presentations

Incorporating Visio diagrams in Microsoft Office applications

- Linking to diagrams to enable active sharing
- Embedding diagrams to preserve their current state
- Inserting subsections of a diagram

Creating Architectural Diagrams

Visualizing workspace layouts

- Configuring Visio for scaled drawings
- Mapping out office and home floor plans

Manipulating architectural diagrams

- Converting edges to walls
- Managing space sizes with guides

Documenting IT Projects

Commonly used IT templates

- UML
- Windows XP User Interface
- Network diagrams
- Illustrating database structures

Inserting hyperlinks and the importance of shape names

- The importance of database schema
- Reverse-engineering diagrams with the Database Wizard

Interacting with External Data Sources

Defining and managing shape data

- Locating shape data in ShapeSheets
- Generating reports

Linking drawing shapes with data

- Mapping ShapeSheet entries to database fields using the Database Wizard
- Modifying the database from a drawing

Managing Data Graphics

Creating data graphics

- Defining data graphics in the context of Visio
- Advantages of using data graphics
- Displaying external data on the data graphic

- Modifying the data graphics to convey information effectively