

VISIO 2013: LEVEL 1

Available Dates: **Jan 8, Feb 6, Mar 14, Apr 1, May 7, Jun 5**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This one-level workshop shows students how to get the most out of Microsoft Visio. The course includes 12 modules which cover shapes, text, objects, pages, and much more.

Table of Contents:

Unit 1: The Basics

Topic A: Getting Started

Topic B: Signing In

Topic C: Creating a New Drawing

Topic D: Saving a Drawing

Topic E: Opening a Drawing

Unit 2: Your First Drawing

Topic A: Understanding the Shapes Pane

Topic B: Adding Shapes to a Drawing

Topic C: Connecting Shapes

Topic D: Using Drag and Drop

Topic E: Using Cut, Copy, and Paste

Topic F: Using Undo and Redo

Unit 3: Working with Shapes

Topic A: Selecting Shapes

Topic B: Moving Shapes

Topic C: Rotating Shapes

Topic D: Resizing Shapes

Topic E: Duplicating Shapes

Topic F: Deleting Shapes

Unit 4: Formatting Shapes

Topic A: Applying a Shape Style

Topic B: Changing the Fill Color

Topic C: Changing the Line Color

Topic D: Adding Effects

Unit 5: Arranging Shapes

Topic A: Using Auto Align

Topic B: Using Auto Space

Topic C: Using Auto Align & Space

Topic D: Changing the Layout of the Page

Topic E: Rotating the Diagram

Unit 6: Formatting Text

Topic A: Changing the Font Face, Size and Color

Topic B: Applying Text Effects

Topic C: Using the Text Dialog

Topic D: Changing Text Alignment

Topic E: Rotating Text

Unit 7: Inserting Art and Objects

Topic A: Inserting Online Pictures

Topic B: Inserting Local Pictures

Topic C: Inserting Charts

Topic D: Inserting CAD Drawings

Topic E: Inserting Text Boxes

Unit 8: Formatting the Page

Topic A: Changing the Theme of the Current Page

Topic B: Choosing Variant for the Current Page

Topic C: Applying a Page Background

Topic D: Adding Borders and Titles

Unit 9: Managing Pages

Topic A: Inserting Pages

Topic B: Browsing Through Pages

Topic C: Renaming Pages

Topic D: Deleting Pages

Topic E: Creating Background Pages

Unit 10: The Finishing Touches

Topic A: Checking Spelling

Topic B: Modifying Page Size

Topic C: Modifying Page Orientation

Topic D: Using Page Setup

Topic E: Adding Headers and Footers

Unit 11: Printing and Sharing Your Drawings

Topic A: Using Presentation Mode

Topic B: Saving a Drawing as PDF or XPS

Topic C: Saving a Drawing as an Image

Topic D: Printing a Drawing

Topic E: E-Mailing a Drawing

Topic F: Sharing Your Drawings on SkyDrive, Twitter, and Facebook

Unit 12: Customizing the Interface

Topic A: Expanding and Collapsing the Ribbon

Topic B: Customizing the Quick Access Toolbar

Topic C: Hiding and Showing Ribbon Tabs

Topic D: Creating Custom Ribbon Tabs

Topic E: Resetting Interface Changes