



VISIO DESIGN MASTERCLASS

Duration: 3 Days

Course Code: ITM11

Course Price: £1485

Course Description

One of the lesser-known productivity packages from Microsoft, Visio lets you create diagrams such as flow charts, process diagrams, organisational charts and even floor plans and maps. Visio works with pre-loaded shapes and objects that let you drag and drop items onto your workspace.

Once you've added an item, you can also adjust size and orientation with simple tools from the object borders. For floor plans, Visio includes a complete set of object stencils, including everything from structural walls and doors to electrical, plumbing and heating elements.

Course Requirements:

PCS strongly recommend that the delegate needs to have attended both levels of the Visio courses at Pringle PCS or at least have the high standard working knowledge.

Course Contents:

Create Connected Diagrams

- Create SmartShapes from a stencil
- Arrange the top four SmartShapes on a stencil
- Connect shapes manually
- Insert and delete SmartShapes
- Organise SmartShapes with Auto Align & Space
- Rearrange connected diagrams with Re-Layout Page

Add Additional Objects to Diagrams

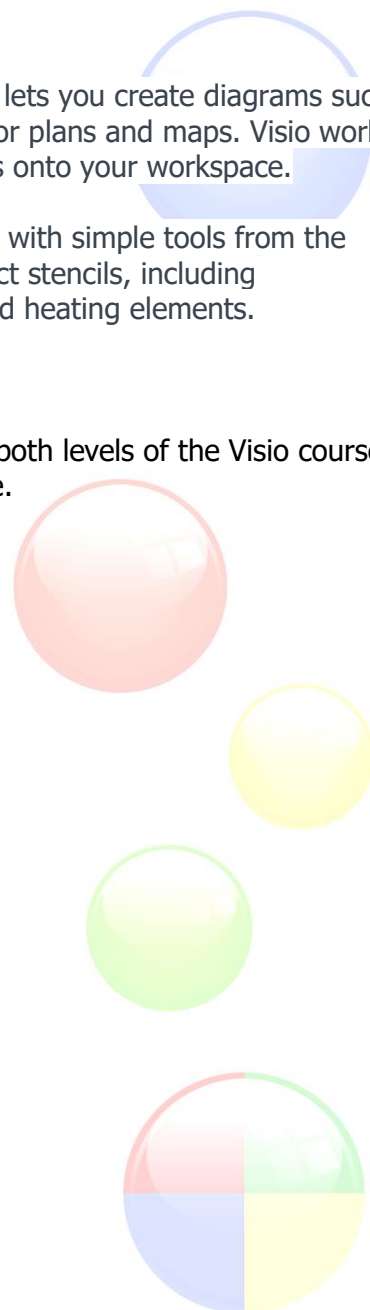
- Insert text-related objects
- Insert foreground and background pages
- Insert graphics
- Insert containers and callouts
- Insert hyperlinks

Format Objects and Text

- Using themes
- Format shape fills
- Format shape lines

Show and Hide Visual Elements

- Show and hide rulers, grids, guides, and page breaks
- Use visual aids and Snap & Glue settings
- Show and hide task panes
- Work with windows in Visio





Publish Diagrams to Various Outputs

- Print Diagrams
- Publish a diagram to PDF
- Save diagrams to JPG or GIF files
- Save diagrams to the web using HTML

Work with Layers

- How adding SmartShapes can create layers
- Create, remove and assign to layers
- Manage layer settings

Work with Themes

- The difference between themes and styles
- Apply themes, colours, and effects
- Block themes from SmartShapes
- Create custom theme colours

Create Organisational Charts

- Insert a top level exec SmartShape
- Add manager sub-shapes
- Add other sub-shapes
- Define alternate layouts for subordinates
- Reorder team members
- Add team frames to a diagram
- Create dotted line report indicators
- Add employee pictures

Create Brainstorming Diagrams

- Understanding brainstorming diagram structure
- Add sub-topics
- Edit topic text and placement
- Edit topics in the outline window
- Customise topic shape design
- Change diagram style and layout

Create Timelines

- Add and configure a timeline shape
- Add milestones to a timeline
- Deal with text collisions
- Add intervals to a timeline
- Add markers and indicators to a timeline
- Format timelines

Work with Floorplan Diagrams

- Create a floorplan diagram
- Set the drawing scale
- Create the floorplan shell
- Add other structural elements
- Add dimensions



***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

