

### 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

### 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

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

### 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

### Containers

- Adding Containers
- Adding Shapes To A Container
- Formatting Containers
- Deleting Containers

### 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

### 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

### 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

### 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

### Working Collaboratively

- Adding Comments
- Working With Comments
- Using The Comments Pane
- Commenting With Ink
- Co-authoring Drawings
- Saving To SkyDrive
- Sharing Drawings
- Opening Shared Drawings

### Outputting Drawings

- Using Print Preview
- Fitting A Drawing To Printer Pages
- Printing A Drawing
- Emailing Drawings

### 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

## **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 Multi-day 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 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
- Adding Swimlanes
- Adding Swimlane Labels
- Adding Phases
- Adding Shapes
- Adjusting Swimlanes And Phases
- Formatting Cross Functional Charts