

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

- 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
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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

- 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
- Coauthoring Drawings
- Saving to OneDrive
- Sharing Drawings
- Opening Shared Drawings

Outputting Drawings

- Using Print Preview
- Fitting a Drawing to Printer Pages
- Printing a Drawing
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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
- 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
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Adding a Thumbnail Month
Formatting Calendars

Gantt Charts

Understanding Gantt Charts
Understanding Gantt Chart
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Creating a Gantt Chart
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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