



**COURSE CONTENT**  
**MS VISIO BASIC**  
**DURATION: 1 DAY**

# Overview

## CONTENTS

1. Start Visio.
2. Add shapes and connectors
3. Add text to shapes, connectors, and the page
4. Format your diagram
5. Add detailed information to each shape
6. Save and share your diagram
7. Create a basic diagram
8. Add a background, border, or title
9. Edit the text in a title or border
10. Remove a background from a page
11. Delete a background from a document
12. Change printer paper size when Auto Size is on
13. Change the page orientation to portrait or landscape when Auto Size is on
14. Advanced page setup
15. Open the Page Setup dialog box  
Quickly resize the drawing page by dragging the page edges
16. Automatically resize the drawing page to fit the shapes on the page
17. Select, move, resize, and rotate shapes
18. Select shapes
19. EXERCISE 1
20. Move shapes
21. EXERCISE 2
22. Resize shapes
23. EXERCISE 3
24. Rotate or flip shapes
25. EXERCISE 4
26. Use the Shapes window to organize and find shapes
27. What are stencils?
28. Browse for more shapes
29. Search for more shapes on your computer

30. Search for more shapes on the Internet
31. Minimize the Shapes window to make more diagramming room
32. Auto-align, auto-space, and re-layout shapes in a diagram
33. Auto Align & Space button
34. Auto Align & Space button
35. Position commands
36. Re-Layout Page gallery
37. Add connected shapes to the page automatically
  
38. EXERCISE 5
39. Connect shapes that are already on the page
  
40. EXERCISE 6
41. Turn AutoConnect on or off
42. Quick Shapes area of stencils
43. Quick Shapes stencil
44. Quick Shapes in AutoConnect
45. Find shapes on the Web
46. Find shapes installed with Visio
  
47. EXERCISE 7
48. Format text in a shape
  
49. EXERCISE 8
50. Change the border of a shape
  
51. EXERCISE 9
52. Apply a new fill to a shape
53. Apply a shadow to a shape
54. Apply a theme to your shapes
55. Change the drawing page size
56. Quickly resize the drawing page by dragging the page edges
57. Automatically resize the drawing page to fit the shapes on the page
58. Change the printer paper size
59. What is a data graphic?
60. Create a data graphic
61. Apply an existing data graphic to a shape
62. Change an existing data graphic
63. Remove a data graphic from a shape

**The above course is compiled for individuals with:** Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.