

MICROSOFT VISIO 2010 INTRODUCTION

TABLE OF CONTENTS

Introduction	1
Purpose of these Course Notes	1
Conventions Used	1
Visio Basics	3
The Ribbon	3
Backstage View	4
Help	4
Starting a New Drawing	7
Shapes	9
Drawing Shapes	9
Shapes Window	10
Stencils	10
Quick Shapes	13
Document Stencil	14
Managing Shapes	15
Shape Handles	15
Selecting Shapes and Objects	17
Snap and Glue	20
Size and Position	21
Align and Distribute	22
Guides	24
Shape Formatting	27
Introduction	27
Apply a Format	27
Copy Shape Formatting	28
Themes	28
Connectors	31
Connecting Shapes	31
Adding, Deleting and Moving Connection Points	32
Text	33
Adding Text to Shapes and Drawings	33
Format Text	35
Layers and Containers	37
Layers	37
Creating Layers	38
Layer Properties	39
Containers	41

Pages	43
Multiple-Page Drawings	43
Managing Pages	43
Using Backgrounds for Common Page Elements	44
Printing	47
About Printing Drawings	47
Printing Headers, Footers and Page Numbers	48
Organisation Charts	51
Introduction	51
Creating an Organisation Chart.....	51
Org Chart Tab	52
Synchronised Copy	54
Gantt Charts	57
Create a Gantt Chart	57
Exporting Gantt Chart Data.....	58
Flowcharts	59
Introduction	59
Creating a Flowchart	60
Insert a chart	61
Add a New Chart	61
Copy From Excel	62
Shape Data	63
Data in Shapes.....	63
Modifying Shape Data	63
Shape Reports	67
Markup and Callouts	69
Track Markup	69
Callouts.....	69
Zoom	71
Sharing Drawings	73
Appendix A - Shortcut Keys	75
Visio-Specific Tasks.....	75
General Tasks	76
Appendix B - Developer Mode	77