



Course VIS13 : Microsoft® Visio® 2013 Step By Step

Duration: 3 Days

Course Overview

The smart way to learn Microsoft Visio 2013—one step at a time!

Experience learning made easy—and quickly teach yourself how to create professional-looking business and technical diagrams with Visio 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and companion eBook.

Discover how to:

- Improve organizational insight with dynamic visuals
- Create a wide range of business process and system diagrams
- Use helpful wizards to make charts or build them by hand
- Enhance the look of your diagrams with themes and quick styles
- Add hyperlinks, pictures, and data-driven graphics
- Collaborate on diagrams and publish them on the web

Course Outline

1. A Visual Orientation to a Visual Product

Identifying the editions of Visio 2013

Identifying new features of Visio 2013

Working with the ribbon

Getting started with Visio 2013

Exploring the Visio ribbon

Understanding tool tabs and add-in tabs

Minimizing and restoring the Visio ribbon

Understanding shapes, masters, stencils, and templates

Exploring the drawing window

Managing the Shapes window



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Key points

2. Creating a New Diagram

Using basic shapes and the Dynamic Grid

Selecting shapes

Copying, pasting, and duplicating shapes

Positioning shapes with rulers and guides

Resizing and repositioning shapes

Connecting shapes with lines

Connecting shapes with dynamic connectors

Identifying 1-D shapes and types of glue

Using AutoConnect and Quick Shapes

Using AutoAdd and AutoDelete

Replacing shapes

Key points

3. Adding Sophistication to Your Drawings

Adding text to shapes

Creating and formatting text boxes

Orienting shapes on the page

Orienting shape text

Positioning shape text

Adding ScreenTips and comments

Using shape data

Inserting fields: the basics



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Grouping shapes

Inserting pictures

Understanding and using layers

Managing pages and page setup

Working with background pages and borders

Key points

4. Creating Flowcharts and Organization Charts

Selecting a flowchart type

Creating flowcharts

Adding labels to flowcharts

Understanding swimlane diagrams

Creating swimlane diagrams

Understanding organization charts

Building organization charts by hand

Using the Organization Chart Wizard with existing data

Altering org chart layout and appearance

Adding photos and changing styles in org charts

Using the Organization Chart Wizard with new data

Key points

5. Adding Style, Color, and Themes

Aligning and spacing shapes

Using the Auto Align & Space feature

Applying themes, variants, and Quick Styles to your diagrams



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Customizing themes

Setting theme options

Applying fill colors and patterns

Setting glow, reflection, and other effects

Applying line styles and colors

Using the Format Painter

Key points

6. Entering, Linking to, and Reporting on Data

Understanding shape data

Viewing shape data

Editing shape data

Viewing shape data attributes

Changing shape data attributes

Defining new shape data fields

Linking diagrams to external data sources

Refreshing data in linked diagrams

Scheduling data refresh

Linking data to shapes automatically

Running a predefined report

Creating a new report

Modifying an existing report

Key points

7. Adding and Using Hyperlinks



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Enhancing diagrams by adding hyperlinks

Using hyperlinks

Linking to a website

Linking to a document

Linking to a specific location in a document

Linking to another Visio page

Understanding relative and absolute hyperlinks

Setting the hyperlink base

Editing existing hyperlinks

Adding multiple hyperlinks

Key points

8. Printing, Reusing, and Sharing Diagrams

Previewing and printing Visio diagrams

Removing personal information

Creating graphics

Saving drawings in other file formats

Creating Visio templates

Sharing diagrams by using the Visio Viewer

Publishing Visio diagrams to the web

Key points

9. Creating Network and Data Center Diagrams

Building basic network diagrams

Building detailed network diagrams



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Organizing network shapes in a diagram

Creating rack diagrams

Adding equipment to rack diagrams

Changing the drawing scale

Running computer and network reports

Searching and replacing text

Mapping Active Directory and LDAP

Key points

10. Visualizing your Data

Enhancing diagrams with data-driven graphics

Using existing data graphics

Editing data graphics

Creating new data graphics

Creating data graphic legends

Refreshing data and data graphics

Key points

11. Adding Structure to Your Diagrams

Comparing containers and groups

Organizing shapes with containers

Formatting containers

Sizing containers

Adding shapes to lists

Formatting and sizing lists



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Finding containers and lists in Visio

Annotating shapes with callouts

Key points

12. Creating and Validating Process Diagrams

Understanding Visio rules

Validating flowcharts

Understanding BPMN

Creating and validating BPMN diagrams

Creating subprocesses

Creating SharePoint workflow diagrams

Creating SharePoint workflow diagrams

Reusing existing validation rules

Creating new validation rules

Key points

13. Collaborating on and Publishing Diagrams

Customizing websites created by Visio

Understanding Visio Services in SharePoint 2013

Saving Visio drawings to SharePoint 2013

Refreshing diagrams published to Visio Services

Collaborating on Visio diagrams

Key points