VISIO16 - MS Visio 2016

Microsoft - Visio - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the basic use of Microsoft Visio, enabling them to create graphs, flowcharts, organization charts, plans.

Programma

1. Introduction to Microsoft Visio program
- General overview of Visio
- The new file formats
- Saving a file in backward compatibility mode
- The templates
- The ribbon bar and the backstage
- The box 'Tell me what you want to do'
- Creating a new chart
- The templates

2. Creating and customizing charts and shapes
- Adding new shapes to a chart
- Arranging and customizing shapes on the page
- Formatting and customizing charts
- Basic charts
- Using Visio themes
- Creating office layouts and plans
- Creating and customizing an organization chart
- Creating and customizing a network pattern
- The flowcharts

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3. Connetting shapes
• Connector definition
• Connecting two or more shapes
• Customizing a connector
• The main typologies of connectors
4. Adding and managing a text
• Adding and customizing a text box
• Selecting and editing text
• Quick import from Excel
• Adding a text to lines and connectors
• Adding a text inside a shape
• Creating custom text formatting
• Saving and printing
5. The new print preview
• Printing a chart
• Saving a chart as image or pdf

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