

Lesson 1: An Overview of Visio

Topic 1A: Visio Documents

Task 1A-1: Templates and Documents

Topic 1B: Elements of the Visio Window

Topic 1C: Visio Navigation

Task 1C-1: Scrolling and Zooming

Task 1C-2: Using the Pan & Zoom Window

Task 1C-3: Anchor and Autohide

Lesson 2: Basic Skills: Creating a Directional Map

Topic 2A: Using Stencils

Task 2A-1: Dragging Shapes from Stencils

Task 2A-2: Managing Stencils and Finding Shapes

Topic 2B: Saving Files

Task 2B-1: Drawing Properties

Task 2B-2: Viewing Drawing Properties

Topic 2C: Manipulating Shapes

Task 2C-1: Resizing Shapes

Task 2C-2: Resizing and Relocating with Precision

Task 2C-3: Rotating Shapes

Task 2C-4: Copying Shapes

Task 2C-5: Connecting Roads

Task 2C-6: Using Connector Roads

Task 2C-7: Changing Road Thickness

Topic 2D: Adding Text

Task 2D-1: Adding Text to Shapes

Task 2D-2: Rotating Text Separately

Task 2D-3: Editing Text

Task 2D-4: Formatting Shape Text

Task 2D-5: Adding Stand-Alone Text

Topic 2E: Stacking Order

Task 2E-1: Changing the Stacking Order

Topic 2F: Stacking Order

Task 2F-1: Completing the Directional Map

Lesson 3: Basic Diagram Skills

Topic 3A: Enhancing Productivity

Task 3A-1: Hiding Connection Points and the Grid

Task 3A-2: Repeat Duplication

Task 3A-3: Manual Numbering with the Number Shapes Macro

Task 3A-4: Automatically Numbering New Shapes

Topic 3B: Managing Shapes

Task 3B-1: Grouping

Task 3B-2: Aligning Shapes

Task 3B-3: Distributing Shapes

Topic 3C: Applying Styles

Task 3C-1: Changing Line Styles

Task 3C-2: Text and Fill Colors

Task 3C-3: Creating Custom Colors

Task 3C-4: Adding Patterns

Task 3C-5: Adding Drop Shadows

Topic 3D: Applying Styles

Task 3D-1: Completing the Block Diagram

Lesson 4: Flowcharts

Topic 4A: Connecting Shapes

- Task 4A-1: Connecting On Drop
- Task 4A-2: Cloning Shapes
- Task 4A-3: Point-to-Point Connections
- Task 4A-4: Routing Connectors
- Task 4A-5: Line-Curve Connectors
- Task 4A-6: Using Extra Connectors
- Topic 4B: Page Styles
- Task 4B-1: Using Borders and Titles
- Task 4B-2: Renaming Shapes
- Task 4B-3: Adding and Editing Backgrounds
- Task 4B-4: Applying Color Schemes
- Topic 4C: Cross-Functional Flowcharts
- Task 4C-1: Cross-Functional Flowchart Setup
- Topic 4D: Cross-Functional Flowcharts
- Task 4D-1: Filling Out a Cross-Functional Flowchart

Lesson 5: Organization Charts

- Topic 5A: Creating an Organization Chart
- Task 5A-1: Adding Subordinate Shapes
- Task 5A-2: Adding Multiple Shapes
- Task 5A-3: Arranging Subordinates
- Task 5A-4: Editing Custom Properties
- Task 5A-5: Adding a Custom Property
- Topic 5B: Organization Chart Data Wizard
- Task 5B-1: Creating an Organization Chart from Data
- Task 5B-2: Navigating a Multi-Page Organization Chart
- Task 5B-3: Hiding Subordinates
- Task 5B-4: Breaking Down an Organization Chart
- Task 5B-5: Navigating Linked Pages
- Task 5B-6: Changing Styles
- Task 5B-7: Changing Spacing
- Topic 5C: Organization Chart Data Wizard
- Task 5C-1: Creating an Organization Chart

Lesson 6: Floor Plan

- Topic 6A: Creating an Office Layout
- Task 6A-1: Adding Space
- Task 6A-2: Adding Walls
- Topic 6B: Drawing Scale
- Task 6B-1: Drawing to Scale
- Task 6B-2: Adding Doors and Windows
- Task 6B-3: Resetting the Ruler Zero Point
- Topic 6C: Drawing Scale
- Task 6C-1: Design Your Office