

THE FUNDAMENTALS

- Starting Visio
- What's New in Visio ?
- Understanding the Visio Program Screen
- Opening a Diagram
- Moving Around in a Diagram
- Using the Zoom Controls
- Viewing a Diagram in Full Screen Mode
- Saving and Closing a Diagram
- Previewing and Printing a Diagram
- Getting Help

CREATING A DIAGRAM

- Planning a Diagram
- Creating a Diagram from a Template
- Diagram Types
- Creating a Diagram from Scratch
- Changing Page Orientation
- Inserting and Deleting Pages

WORKING WITH SHAPES

- Inserting a Shape and Using Stencils
- Searching for Shapes
- Selecting and Resizing Shapes
- Moving, Copying, and Deleting Shapes
- Aligning, Distributing, and Grouping Shapes
- Connecting Shapes
- Layering Shapes
- Adding Text to a Shape
- Flipping and Rotating Shapes

FORMATTING A DIAGRAM

- Formatting Shapes
- Using the Format Painter
- Setting Custom Properties for a Shape
- Changing the Color Scheme of a Diagram
- Changing the Background of a Diagram
- Inserting a Border and Title
- Inserting a Clip Art Image
- Inserting a Picture
- Adjusting the Layout of a Diagram

OTHER FEATURES

- Customizing Visio's Default Options
- Creating a Custom Stencil
- Creating a Custom Template
- Using Visio with Other Programs
- Hiding, Displaying, and Moving Toolbars
- Customizing Visio's Toolbars
- Saving a Diagram as a Web Page
- Chapter Five Review