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Launch Tip of the Month March 2023

Microsoft Visio is a powerful diagramming program used to create many different kinds of business graphics such as building plans, flowcharts, process flows, network diagrams, timelines and organization charts.

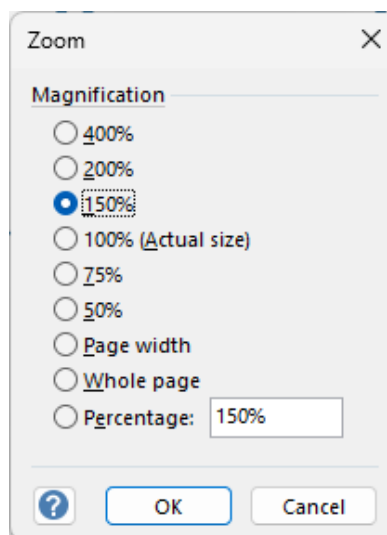
It's important to be able to zoom into a diagram to work on the details and to be able to zoom out to see how all the parts fit together. Visio offers a number of ways to change the zoom percentage.

Like other Microsoft programs, Visio displays a Zoom bar in the lower right corner of the screen.

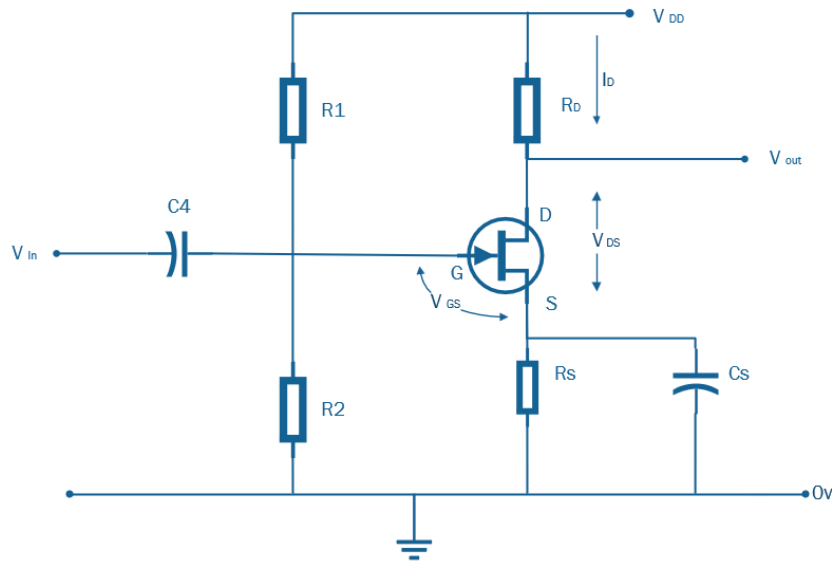



Clicking the – or + icons decreases or increases the zoom percentage. Dragging the vertical bar does the same.

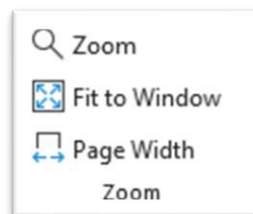
Clicking the zoom percentage opens a dialog box with useful choices.



The Presentation Mode icon  can be used to display the diagram without the distraction of the Visio interface.



Quick ways to make the Drawing Page fit in the window include selecting Fit to Window on the View ribbon, clicking the Fit page to current window icon  on the Zoom bar, and pressing the shortcut key Ctrl+Shift+W.



Fans of shortcut keys will be glad to hear that you can increase and decrease the zoom percentage with Alt+F6 and Shift+Alt+F6.

Fans of using the mouse will love zooming in and out by holding down the Ctrl and Shift keys and clicking the left or right mouse buttons.

If you like keeping things simple, just hold down the Ctrl button and roll the wheel on your mouse!

Interested in learning Visio? Schedule a class at your location or via the web!

Featured Course: Getting Started with Microsoft Visio

3 Hour and 6 Hour Formats

- What is Visio?
- Creating a New Diagram
- The Visio Interface
- Important Terminology
- Getting Help
- Modifying the Workspace
- Shape Views
- Floating and Docking Stencil Windows
- Displaying and Using Favorites Stencil
- Using Drawing Tools
- Using the Pencil Tool to Create Your Own Shapes from Existing Shapes
- Changing the Zoom Percentage
- Magnification Tricks
- Selecting, Resizing, Formatting, and Modifying a Shape
- Adding Text to a Shape and Formatting Text
- Rotating Shapes with or Without Text
- Adding ScreenTips to Shapes
- Adding a Comment to a Shape
- Changing a Shape's Line and Fill
- Using Themes
- Moving and Copying Shapes
- Using the Dynamic Grid
- Working with the Grid
- Aligning and Distributing Shapes
- Dragging Guides Off of the Rulers
- Grouping and Ungrouping Shapes
- Changing the Order of Shapes
- Connecting Shapes
- Connecting Shapes
- Ungluing a Connector from a Shape
- Switching from Any Tool Back to the Pointer Tool
- Using AutoConnect
- Changing the Shape of Connectors
- Moving a Connector around an Object
- Resetting a Connector
- Adding Arrows and Other Shapes to the Beginning and/or End of Connectors
- Creating and Using Custom Connectors
- Working with Line Jumps
- Creating, Changing, Moving, and Formatting Callouts

- Callouts from Previous Versions of Visio
- Containers
- Creating an Empty Container
- Using a Shape to Access Another Page
- Accessing a Page with a Hyperlink
- Shape Behaviors and Abilities
- Working with Pages
- Using Headers and Footers
- Saving a Drawing as a Web Page
- Printing a Drawing
- Saving a Drawing as a Graphic File
- Changing the Drawing Scale
- Determining the Width, Height, and Angle of an Object
- Displaying Height, Width or Angle with a Geometry Field
- Displaying Height or Width with a Dimensioning Tool
- Using Slide Snippets to create a Slide Show in PowerPoint
- Creating a Custom Template

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