

# Microsoft Visio 365, Part 2 of 6: Drawing and Formatting

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

**Prerequisites:** Knowledge of data types, and use of other Microsoft tools and interface ribbons is very useful, but not required.

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**Course description:** Microsoft Visio helps you visualize data-connected business process flows from workflows, to org charts, to layouts and more. In this course,

## Course outline:

### Drawing Tools

- Introduction
- Visio-Drawing Tools
- Demo: Drawing Tools
- Ellipse Tool
- Free Form Tool
- Arc tool
- Modify Objects
- Text
- Text Use
- Group Shapes
- Work with Containers
- Select Group Individual
- Disbanding
- Summary

- Custom Colors
- format Painter
- Pattern Fill
- Effects
- 3D Format
- 3D Rotation
- Text Format
- Glue and UnGlue
- Summary

### Formatting Part 1

- Introduction
- Formatting
- Demo: Formatting Shapes
- Select All Shapes
- Change Shape Type
- Rotating and Flipping
- Flip
- Moving Shapes
- Position
- Shape Styles
- Summary

### Formatting Part 2

- Introduction