

# Microsoft® Visio® 2013: Part 1

Duration: 1 Day

Method: Instructor-Led

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## Course Description

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, participants will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

**N.B.**: Visio® 2013 is not available for Windows® XP.

## Target Audience

This course is intended for:

- Persons who are new to Microsoft® Visio® and who will be using this application to create basic workflows and perform end-to-end flowcharting.

## Prerequisites

To attend this course, participants must either have completed an *Introduction to Personal Computers* course or have the following skills:

- Familiar with using personal computers, including a mouse and keyboard.
- Comfortable in the Windows® environment and proficient in using Windows® to access programs, navigate to information stored on the computer, and manage files and folders.

## Course Objectives

Upon successful completion of this course, participants will be able to:

- Design, modify, and manage basic diagrams.
- Identify the basic elements of Microsoft® Visio® and their use.
- Create a workflow diagram.
- Build organization charts.
- Design a floor plan.
- Build a cross-functional flowchart.
- Design a network diagram.
- Style a diagram.



## Course Content

### Lesson 1: Getting Started with Visio® 2013

- **Topic A:** Navigate the Visio® Environment
- **Topic B:** Use Backstage Commands
- **Topic C:** Save a File

### Lesson 2: Creating a Workflow Diagram

- **Topic A:** Use Drawing Components
- **Topic B:** Modify a Drawing
- **Topic C:** Callouts and Groups

### Lesson 3: Creating an Organization Chart

- **Topic A:** Create a Basic Organization Chart
- **Topic B:** Modify an Organization Chart

### Lesson 4: Making a Floor Plan

- **Topic A:** Make a Basic Floor Plan
- **Topic B:** Model a Room Layout

### Lesson 5: Creating a Cross-Functional Flowchart

- **Topic A:** Create a Cross-Functional Flowchart
- **Topic B:** Format a Cross-Functional Flowchart

### Lesson 6: Creating a Network Diagram

- **Topic A:** Network Diagrams
- **Topic B:** Use Shape Data
- **Topic C:** Use Layers

### Lesson 7: Styling a Diagram

- **Topic A:** Shape and Connector Styles
- **Topic B:** Themes and Variants
- **Topic C:** Use Container

## ACTIVITES INCLUDED

