Microsoft® Visio® 2021: Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

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. In this course, participants will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Target Audience

This course is intended for:

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

Prerequisites

To attend this course, candidates must have completed one of the following courses or have the equivalent knowledge and experience:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

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

- Identify the basic elements of 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.

Microsoft Partner

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Course Topics

Module 1: Getting Started with Visio
- Perform Basic Tasks in the Visio Environment
- Work with Visio Global Options in the Backstage View
- Save a File
- Work with Visio for the Web

Module 2: Working with Workflow Diagram Tools
- Use Drawing Components
- Modify a Drawing
- Insert Callouts and Groups

Module 3: Building Organization Charts
- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

Module 4: Designing a Floor Plan
- Make a Basic Floor Plan
- Model a Room Layout

Module 5: Building a Cross-Functional Flowchart
- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Module 6: Designing a Network Diagram
- Create Network Diagrams
- Use Shape Data
- Use Layers

Module 7: Styling a Diagram
- Modify Shape and Connector Styles
- Apply Themes and Variants
- Use Containers

ACTIVITIES INCLUDED