Microsoft® Visio® 2016: 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 that easily creates professional-looking visual products 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.

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, candidates must have:

- Completed *an Introduction to Personal Computers* course or have the following skills:
  o Familiar with using personal computers, including a mouse and keyboard.
  o 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, attendees 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.

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Course Objectives *Continued*

- Design a floor plan.
- Build a cross-functional flowchart.
- Design a network diagram.
- Style a diagram.

Course Topics

Module 1: Getting Started with Visio® 2016

- Perform Basic Tasks in the Visio® Environment
- Use Backstage Commands
- Save a File

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:
  - o The Starter Diagrams
  - o 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

Appendix A: New Features in Visio® 2016

ACTIVITIES INCLUDED

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