



Visio 2016: Part 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Length Days: 1 | Length Hours: 8

Prerequisites

Using Microsoft Windows 10

Microsoft Windows 10: Transition from Windows 7

To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard. You should be comfortable in the Windows 8 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Target Audience

This course is designed for persons who are new to Visio and who will be using Visio to create basic workflows and perform end-to-end flowcharting.

Course Objectives

- In this course, you will design, modify, and manage basic diagrams. You will:
- 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.

Course Outline

Getting Started with Visio 2016

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Use Backstage Commands
- Topic C: Save a File

Working with Workflow Diagram Tools

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

Building Organization Charts

- Topic A: Create an Organization Chart Manually
- Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Topic C: Modify an Organization Chart

Designing a Floor Plan

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

Building a Cross-Functional Flowchart

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

Designing a Network Diagram

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

Styling a Diagram

- Topic A: Modify Shape and Connector Styles
- Topic B: Apply Themes and Variants
- Topic C: Use Containers