

Microsoft Visio 2016/2013/2010

Level 1

Course Overview

In this 1-day course, you will learn the essentials of Microsoft Visio to create workflow diagrams, floor plans, organization charts, and cross-functional flowcharts. After learning how to navigate through the Visio program you will be introduced to the essentials for creating diagrams and how to use and customize the tools to easily create professional-looking visual products. This will include the use of drawing components, shapes, layers, shape styles, connector styles, themes, variants, and containers. Prerequisite course: Windows Level 1 or equivalent experience. Experience with Microsoft PowerPoint, Word or Excel is helpful but not required.



Course Topics

Getting Started with Visio

- Navigating the Visio Environment
- Using Backstage Commands
- Saving a File

Creating a Workflow Diagram

- Using Drawing Components
- Modifying a Drawing
- Callouts and Groups

Creating an Organization Chart

- Creating a Basic Organization Chart
- Modifying an Organization Chart

Making a Floor Plan

- Making a Basic Floor Plan
- Modeling a Room Layout

Creating a Cross-Functional Flowchart

- Creating a Cross-Functional Flowchart
- Formatting a Cross-Functional Flowchart

Creating a Network Diagram

- Network Diagrams
- Using Shape Data
- Using Layers

Styling a Diagram

- Shape and Connector Styles
- Themes and Variants
- Using Containers