

Visio Professional 2016: Part 1

Course Length: 1 day

Overview

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.

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

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 Content

Lesson 1 – GETTING STARTED WITH VISIO 2016	<ul style="list-style-type: none">• Perform Basic Tasks in the Visio Environment• Use Backstage Commands• Save a File
Lesson 2 – WORKING WITH WORKFLOW DIAGRAM TOOLS	<ul style="list-style-type: none">• Use Drawing Components• Modify a Drawing• Insert Callouts and Groups
Lesson 3 – BUILDING ORGANIZATION CHARTS	<ul style="list-style-type: none">• Create an Organization Chart Manually• Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard• Modify an Organization Chart
Lesson 4 – DESIGNING A FLOOR PLAN	<ul style="list-style-type: none">• Make a Basic Floor Plan• Model a Room Layout
Lesson 5 – BUILDING A CROSS-FUNCTIONAL FLOWCHART	<ul style="list-style-type: none">• Create a Cross-Functional Flowchart• Format a Cross-Functional Flowchart
Lesson 6 – DESIGNING A NETWORK DIAGRAM	<ul style="list-style-type: none">• Create Network Diagrams• Use Shape Data• Use Layers
Lesson 7 – STYLING A DIAGRAM	<ul style="list-style-type: none">• Modify Shape and Connector Styles• Apply Themes and Variants• Use Containers