Gearing You For Growth

Microsoft Visio 2013 (Level 1)

Course Overview

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks. These images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customisable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Target Audience

This course is designed for delegates who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Prerequisites

Delegates should be familiar with using personal computers, also have used a mouse and keyboard (basic typing skills are recommended).

They should be comfortable in the Windows environment and be able to use Windows to manage information on their computer.

Specifically, students should be able to launch and close programs, navigate to information stored on the computer, manage files and folders.

Duration

- 1 Day

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1 of 2

Course Outline

Module 1: Getting started with Visio 2013
- Navigate the Visio environment.
- Use backstage commands.
- Save a file.

Module 2: Creating a workflow diagram
- Use drawing components.
- Modify a drawing.
- Callouts and groups.

Module 3: Creating an organization chart
- Create a basic organization chart.
- Modify an organization chart.

Module 4: Making a floor plan
- Make a basic floor plan.
- Model a room layout.

Module 5: Creating a cross-functional flowchart
- Create a cross-functional flowchart.
- Format a cross-functional flowchart.

Module 6: Creating a network diagram
- Network diagrams.
- Use shape data.
- Use layers.

Module 7: Styling a diagram
- Shape and connector styles.
- Themes and variants.
- Use containers.