

Gearing You For Growth

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Microsoft Visio 2016 (Level 1)

Course Overview

This course, Microsoft Visio 2016 (Level 1), covers the basics, and a bit more, of Microsoft's latest version of its popular diagramming software. Covered here are interface features, the updated help feature, simple diagrams, organization charts, floor plans, flowcharts, and network diagrams.

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

Duration

- 1 Day



Course Outline

Getting Started with Visio 2016

We start at the beginning with a look at how to navigate the Visio environment, create a basic drawing, and use the help system.

Creating a Workflow Diagram

This is where your delegates will begin to delve into the meat of the course with a look at how to use drawing components, modify drawings, and work with callouts and groups.

Creating an Organization Chart

As the title of this lesson indicates, organization charts are the focus here. Learners are shown how to create organization charts and then do more with them such as modifying the layout, positioning, and spacing. They are also shown how to create and use synchronized copies and compare charts.

Making a Floor Plan

Lesson 4 looks at floor plans. Covered in this lesson is how to: create a basic floor plan and custom room shapes, use Visio as a modeling tool, and model a room layout.

Creating a Cross-Functional Flowchart

What is a course on Visio without a look at flowcharts? Well, here it is. This lesson looks at cross-functional flowcharts, swim lanes and separators, changing orientation and direction, modifying margins, and choosing styles.

Creating a Network Diagram

This lesson is divided into three separate topics which show your delegates how to: create network diagrams, use shape data, and use layers. Along the way they will learn about: additional network shapes, shape data, adding layers, activating, coloring and locking layers, plus other relevant subtopics.

Styling Diagram

Once your delegates have created a diagram, this lesson is going to teach them how to enhance it to their tastes and needs. They will be shown how to work with shape and connector styles, work with themes and variants, and how to work with containers.