



# Microsoft® Visio 2016 Level 1

## Course Description:

Visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable 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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** You will design and manage basic diagrams, workflows, and flowcharts. 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

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

**Prerequisites:** Students should be familiar with using personal computers and 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; and manage files and folders.

## Course Outline

### Get Started with Visio 2016

- Perform Basic Tasks in the Visio Environment
- Explore the Backstage View
- Save a File

### Create a Workflow Diagram

- Use Drawing Components
- Modify a Drawing
- Callouts and Groups

### Create an Organization Chart

- Create an organization chart
- Create and organizational chart by using starter Diagrams and the Organization Chart wizard
- Modify an organization chart

### Make a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

### Creating a Cross-Functional Flowchart

- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

### Create a Network Diagram

#### Network Diagrams

- Use Shape Data
- Use Layers

#### Styling a Diagram

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