

Enhance human potential through life-long learning

Learning Objectives

By end of the course, participants will :

- Identify the basic elements of Visio and their use.
- Create various diagrams and flowcharts
- Formatting , styling and modifying a diagram.

Target Participants

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

Course Duration

2 Days

MICROSOFT VISIO 2016

Course Description

This course provides students with a tool to easily create a professional-looking visual product. Participants will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Course Outline

Topic and Objectives

Module 1 - GETTING STARTED WITH VISIO 2016

Lesson

- Perform Basic Tasks in the Visio Environment
- Use Backstage Commands
- Save a File

Module 2 - WORKING WITH WORKFLOW DIAGRAM TOOLS

Lesson

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

Module 3 - BUILDING ORGANIZATION CHARTS

Lesson

- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

Course Outline

Module 4 - DESIGNING A FLOOR PLAN

- Make a Basic Floor Plan
- Model a Room Layout

Module 5 - BUILDING A CROSS-FUNCTIONAL FLOWCHART

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

Module 6 - DESIGNING A NETWORK DIAGRAM

- Create Network Diagrams
- Use Shape Data
- Use Layers

Module 7 - STYLING A DIAGRAM

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

