

**Days:** 2

**Prerequisites:** To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard. You should be comfortable in the Windows 8 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

**Audience:** 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.

**Description:** 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. 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.

## OUTLINE:

### Day 1

#### LESSON 1: GETTING STARTED WITH VISIO

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Use Backstage Commands
- Topic C: Save a File

#### LESSON 2: WORKING WITH WORKFLOW DIAGRAM TOOLS

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Insert Callouts and Groups

#### LESSON 3: BUILDING ORGANIZATION CHARTS

- Topic A: Create an Organization Chart Manually

- Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Topic C: Modify and Organization Chart

#### LESSON 4: DESIGNING A FLOOR PLAN

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

#### LESSON 5: BUILDING A CROSS-FUNCTIONAL FLOWCHART

- Topic A: Create a Cross-Functional Flowchart
- Topic B: Format a Cross-Functional Flowchart

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## LESSON 6: DESIGNING A NETWORK DIAGRAM

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data
- Topic C: Use Layers

## LESSON 7: STYLING A DIAGRAM

- Topic A: Modify Shape and Connector Styles
- Topic B: Apply Themes and Variants
- Topic C: Use Containers

## Day 2

## LESSON 1: DESIGNING ADVANCED PLANS AND DIAGRAMS

- Topic A: Create a Microsoft Account and Log in to Visio
- Topic B: Build Advanced Plans
- Topic C: Build Advanced Diagrams

## LESSON 2: ENHANCING THE LOOK OF DRAWINGS

- Topic A: Use 3-D Shapes
- Topic B: Work with Shape Styles
- Topic C: Define Shape Styles
- Topic D: Apply Backgrounds, Borders, and Titles

## LESSON 3: WORKING WITH CUSTOM SHAPES, STENCILS, AND TEMPLATES

- Topic A: Create Simple Custom Shapes
- Topic B: Create Custom Stencils
- Topic C: Create Custom Templates

## LESSON 4: CONNECTING DRAWINGS TO EXTERNAL DATA

- Topic A: Make an Organization Chart from an Excel Spreadsheet
- Topic B: Generate a Pivot Diagram from an Excel Spreadsheet
- Topic C: Create a Gantt Chart from a Project File
- Topic D: Create a Timeline from a Project File
- Topic E: Connect a Map to an Access Database

## LESSON 5: LEVERAGING DEVELOPMENT TOOLS

- Topic A: Create Macros
- Topic B: Modify ShapeSheets
- Topic C: Build Advanced Shapes

## LESSON 6: SHARING DRAWINGS

- Topic A: Save and Share Drawings with OneDrive
- Topic B: Review Drawings
- Topic C: Insert Drawings into Other Office Files
- Topic D: Export Drawings
- Topic E: Print Drawings