



Visio 2016 Level 1

Course VIS16-1 One Day Instructor-Led, Hands-On

Introduction

Visio 2016 is the industry-leading diagramming applications that lets you work visually to create all sorts of diagrams. Visio offers thousands of shapes that meet industry standards, including BPMN 2.0, UML 2.4 and IEEE. Whether you want to map out an IT network, build an organization chart, document a business process, draw a modern floor plan or capture a flowchart from a whiteboard, Visio can help you work visually and stay compliant.

During this one day, instructor led course, the first course in a series of two, students will learn how to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

At Course Completion

In this course, you will design, modify, and manage basic diagrams. 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.

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 the following course or you should have equivalent knowledge and skills.

- Microsoft Windows 10 Level 1, Course WIN10-01

Course Materials

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



The student kit includes a comprehensive workbook and other required materials for this class.

Course Outline

Module 1: Getting Started with Visio 2016

- Navigate the Visio Environment
- Use Backstage Commands
- Save a File

Module 2: Working with Workflow Diagrams

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

Module 3: Building Organization Charts

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

Module 4: Designing 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: 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

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