



Visio 2013 - 2016 Level 1

Course VIS16-01B One Day Instructor-Led, Hands-On

Introduction

This one-day instructor-led course, the first course in a series of two, is designed for persons who are new to Visio and who will be using Microsoft Visio to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes.

At Course Completion

After completing this course, students will be able to:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Create an organization chart.
- Make a floor plan.
- Create a cross-functional flowchart.
- Create a network diagram.
- Style a diagram.

Prerequisites

To ensure your success, you will need to be familiar with using personal computers and have used 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.

Course Materials

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

Course Outline

Module 1: Introducing Visio

- Creating a Visio drawing
- Adding shapes

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- Connecting shapes
- Formatting shapes
- Using the stencil

Module 2: Building Flowcharts

- Adding flowchart shapes
- Connecting flowchart shapes
- Adding a cross-functional flowchart
- Filling out a cross-functional flowchart

Module 3: Building Organizational Charts

- Building an organizational chart
- Organizing the chart
- Creating an organizational chart with a wizard

Module 4: Building Project Diagrams

- Building a project workflow diagram
- Adding workflow objects
- Formatting workflow objects

Module 5: Building Project Data Diagrams

- Building Gantt Charts
- Building timelines
- Building work breakdown structures
- Exporting data to Microsoft Project

Module 6: Finishing The Visio Diagram

- Adding text
- Adding backgrounds
- Adding containers