



Visio 2013 Level 1

Course VIS13-1 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

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



Module 1: Getting Started with Visio 2013

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

Module 2: Creating a Workflow Diagram

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

Module 3: Creating an Organization Chart

- Create a Basic Organization Chart
- Modify an Organization Chart

Module 4: Making 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: Creating a Network Diagram

- Network Diagrams
- Use Shape Data
- Use Layers

Module 7: Styling a Diagram

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