

Microsoft Visio 2016 Essentials

Duration: 1 Day Course Code: A-81071

This course is designed to teach new Visio 2016 users how to quickly and easily create a variety of business drawings, flowcharts, organisational charts, network diagrams and Floor Plans.

Learning Outcomes

By the end of this course students will be able to understand the fundamentals of using Visio 2016 and their use, create Workflow Diagrams, Build Organisational Charts, Create Floor Plans, Build Cross-Functional Flowcharts, Generate Network Diagrams and understand an immense variety of options for formatting diagrams and applying Styles.

Prerequisites

This course is designed for students with little or no knowledge of Visio 2016. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started with Visio 2016

- Starting up Visio 2016
- Understanding the Ribbon
- Command Tabs and Contextual Command Sets
- Using Backstage View
- Visio File Management Options

Creating Diagrams

- Creating Workflow Diagrams
- Using Drawing Components
- Modifying Drawing Objects
- Formatting Objects
- Working with Command Sets
- Using Callouts and Groups

Creating Organisation Charts

- Creating Organisation Charts
- Understanding Organisation Chart Layouts
- Organisation Chart Time Saving Features
- Modifying Organisation Charts
- Formatting Organisation Charts

Building Floor Plans

- Making a Basic Floor Plan
- Adding Walls, Windows and Other Elements
- Inserting Tables, Chairs and other Features
- Understanding Scales and other Layout Options

Creating a Cross-Functional Flowchart

- The basics of Cross-Functional Flowcharts
- Building a Cross-Functional Flowchart
- Understanding Formatting Options
- Adding other Elements to your Drawing

Creating a Network Diagram

- Creating Network Diagrams
- Adding a Variety of Network Objects
- Setting Properties for Network Components
- Specifying Shape Data
- Working with and Understanding Layers

Using Styles in Diagrams

- Understanding the Advantages of Styles
- Applying Shape and Connector Styles
- Working with Themes
- Understanding Variant Options
- Using Containers

