KnowledgeWave

Microsoft Visio Level 1

Course Length: 1 Day

Course Description

Overview:

In this course, students will learn fundamental skills while creating several types of diagrams using Microsoft Visio Professional. Users will create a workflow diagram, a cross-functional flowchart, a floor plan, an organization chart, and a network diagram layout. As students create these drawings, they will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. Users will generate an organization chart from imported data and edit custom properties that allow for storing additional information in diagrams. Students will learn shortcuts to enhance productivity and use unique tools designed for each type of drawing. Upon completing the course, students shall gain a firm grasp of all the skills needed to create any type of diagram using Visio.

Prerequisites:

Students should be comfortable using a mouse and be familiar with navigating the Windows interface.

Course Content

Lesson 1 – Getting Started with Visio 2013

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

Lesson 2 – Creating a Workflow Diagram

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

Lesson 3 – Creating an Organization Chart

- Create a Basic Organization Chart
- Modify an Organization Chart

Lesson 4 – Making a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

Lesson 5 – Creating a Cross-Functional Flowchart

- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Lesson 6 – Creating a Network Diagram

- Network Diagrams
- Use Shape Data
- Use Layers

Lesson 7 – Styling a Diagram

- Shape and Connector Styles
- Themes and Variants