

COURSE OVERVIEW

Course Name:
Microsoft Visio 2019:
Level 1

COURSE DURATION: 1 Day

Gauteng:

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Gauteng:

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Cape Town:

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COURSE OVERVIEW

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

COURSE OBJECTIVES

In this course, you will learn to use the fundamentals of Visio 2019.

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.

COURSE OUTLINE

Lesson 1: Getting Started with Visio

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Work with Visio Global Options in the Backstage View
- Topic C: Save a File
- Topic D: Work with Visio for the Web

Lesson 2: Working with Workflow Diagram Tools

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Insert Callouts and Groups

Lesson 3: Building Organization Charts

- Topic A: Create an Organization Chart Manually
- Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Topic C: Modify an Organization Chart

Lesson 4: Designing a Floor Plan

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

Lesson 5: Building a Cross-Functional Flowchart

- Topic A: Create a Cross-Functional Flowchart
- Topic B: Format a Cross-Functional Flowchart

Lesson 6: Designing a Network Diagram

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data
- Topic C: Use Layers

Lesson 7: Styling a Diagram

- Topic A: Modify Shape and Connector Styles
- Topic B: Apply Themes and Variants
- Topic C: Use Containers