

## Visio Professional 2016 – Level 1

Duration: 1 day

### Overview:

Visio provides students with an intuitive, customisable tool to easily create a professional-looking visual product by using its extensive gallery of shapes

### Target Audience:

This course is designed for persons who are new to Visio and who will be using Microsoft Visio to create basic workflows and perform end to end flowcharting.

### At Course completion:

Upon successful course completion of this course, students will be able to:

- Identify the basic features and components of the Microsoft Visio 2016
- Open, create and work with stencils.
- Work with shapes
- Format shapes
- Work with organisation charts
- Make a basic floor plan
- Building a cross for a functional flowchart
- Designing a network diagram
- Using containers
- Applying themes and variants

### Module 1: Getting Started with Visio 2016

- Perform Basic tasks in Visio Environment
- Use backstage commands
- Save a file

### Module 2: Working with Workflow Diagram Tools

- Using drawing Components
- Modify a drawing
- Insert callouts and groups

### Module 3: Building organisation charts

- Create an organisation chart manually
- Create organisation charts by using Starter diagrams and the organisation wizard
- Modify an organisation chart

### Module 4: Designing a Floor Plan

- Make a basic floor plan
- Model a room layout

### Module 5: Building a Cross – Functional Flowchart

- Create a cross – Functional Flowchart
- Format a cross – Functional Flowchart

### Module 6: Designing a Network Diagram

- Create network diagrams
- Use shape data
- User layers

### Module 7: Styling a Diagram

- Modify Shape and Connector Styles
- Apply themes and variants
- Use containers