Microsoft Visio

Overview: In this course, students will learn how to use Microsoft Visio to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Visio
Perform Basic Tasks in the Visio Environment
Use Backstage Commands
Save a File

Lesson 2: Working with Workflow Diagram Tools
Use Drawing Components
Modify a Drawing
Insert Callouts and Groups

Lesson 3: Building Organization Charts
Create an Organization Chart Manually
Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
Modify an Organization Chart

Lesson 4: Designing a Floor Plan
Make a Basic Floor Plan
Model a Room Layout

Lesson 5: Building a Cross-Functional Flowchart
Create a Cross-Functional Flowchart
Format a Cross-Functional Flowchart

Lesson 6: Designing a Network Diagram
Create Network Diagrams
Use Shape Data
Use Layers

Lesson 7: Styling a Diagram
Modify Shape and Connector Styles
Apply Themes and Variants
Use Containers