



## Microsoft® Visio 2016: Level 1

### Training Course Content

**Course Objective:** Students will design, modify, and manage basic diagrams. You will create a workflow diagram, a network diagram, build organization charts, design a floor plan, and build cross-functional flowcharts.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this level is right for you.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

### Lesson 1: Getting Started with Visio 2016

Topic 1A: Perform Basic Tasks in the Visio Environment  
Topic 1B: Use Backstage Commands  
Topic 1C: Save a File

### Lesson 2: Working with Workflow Diagram Tools

Topic 2A: Use Drawing Components  
Topic 2B: Modify a Drawing  
Topic 2C: Insert Callouts and Groups

### Lesson 3: Building Organization Charts

Topic 3A: Create an Organization Chart Manually  
Topic 3B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard  
Topic 3C: Modify an Organization Chart

### Lesson 4: Designing a Floor Plan

Topic 4A: Make a Basic Floor Plan  
Topic 4B: Model a Room Layout

### Lesson 5: Building a Cross-Functional Flowchart

Topic 5A: Create a Cross-Functional Flowchart  
Topic 5B: Format a Cross-Functional Flowchart

### Lesson 6: Designing a Network Diagram

Topic 6A: Create Network Diagrams  
Topic 6B: Use Shape Data  
Topic 6C: Use Layers

### Lesson 7: Styling a Diagram

Topic 7A: Modify Shape and Connector Styles  
Topic 7B: Apply Themes and Variants  
Topic 7C: Use Containers