

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

Microsoft® Visio 2016: Level 2

Training Course Content

Course Objective: Students will design advanced plans and diagrams, enhance the look of drawings by creating shapes, stencils and templates. You will be able to share your drawings and connect drawings to external data.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Visio 2016 Level 1 skills like creating basic workflows, diagrams, maps, and floor plans.

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: Designing Advanced Plans and Diagrams

Topic 1A: Create a Microsoft Account and Log in to Visio
Topic 1B: Build Advanced Plans
Topic 1C: Build Advanced Diagrams

Lesson 2: Enhancing the Look of Drawings

Topic 2A: Use 3-D Shapes
Topic 2B: Work with Shape Styles
Topic 2C: Define Shape Styles
Topic 2D: Apply Backgrounds, Borders, and Titles

Lesson 3: Working with Custom Shapes, Stencils, and Templates

Topic 3A: Create Simple Custom Shapes
Topic 3B: Create Custom Stencils
Topic 3C: Create Custom Templates

Lesson 4: Connecting Drawings to External Data

Topic 4A: Make an Organization Chart from an Excel Spreadsheet
Topic 4B: Generate a Pivot Diagram from an Excel Spreadsheet
Topic 4C: Create a Gantt Chart from a Project File
Topic 4D: Create a Timeline from a Project File
Topic 4E: Connect a Map to an Access Database

Lesson 5: Leveraging Development Tools

Topic 5A: Create Macros
Topic 5B: Modify Shape Sheets
Topic 5C: Build Advanced Shapes

Lesson 6: Sharing Drawings

Topic 6A: Save and Share Drawings with OneDrive
Topic 6B: Review Drawings
Topic 6C: Insert Drawings into Other Office Files
Topic 6D: Export Drawings
Topic 6E: Print Drawings