

Microsoft® Office Visio® 2013: Level 1

Training Course Content

Course Objective: Students will design, modify, and manage basic diagrams. The student will identify the basic elements of Visio, create a workflow diagram, organization chart, floor plan, cross-functional flowchart, network diagram, as well as learn how to style a diagram.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

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 2013

Topic 1A: Navigate the Visio Environment
Topic 1B: Use Backstage Commands
Topic 1C: Save a File

Lesson 2: Creating a Workflow Diagram

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

Lesson 3: Creating an Organization Chart

Topic 3A: Create a Basic Organization Chart
Topic 3B: Modify an Organization Chart

Lesson 4: Making a Floor Plan

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

Lesson 5: Creating a Cross-Functional Flowchart

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

Lesson 6: Creating a Network Diagram

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

Lesson 7: Styling a Diagram

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