

COURSE OUTLINE



Microsoft Visio 365:

Part 1

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Entry	VILT	N/A	SoftSkills

Course Overview

Microsoft Visio has taken diagram and flowchart designing to the next level and streamlined the entire process. It has the tools you need to arrange complex data and numbers, and turn them into easy-to-read flow charts, floor plans, and much more. It accomplishes this with a wide range of templates and icons that can be used to create a visual explanation that will be easy for your audience to understand.

By the end of this course, users should be comfortable using Visio to create simple diagrams on a day-to-day basis and capable of creating organization charts, floor plans, cross-functional flowcharts, and network diagrams.

Topics

Getting Started with Visio 365

We start at the beginning with a look at how to navigate the Visio environment, create a basic drawing, and use the help system.

Creating a Workflow Diagram

This is where your students will begin to delve into the meat of the course with a look at how to use drawing components, modify drawings, and work with callouts and groups.

Creating an Organization Chart

As the title of this lesson indicates, organization charts are the focus here. Learners are shown how to create organization charts and then do more with them such as modifying the layout, positioning, and spacing. They are also shown how to create and use synchronized copies and compare charts.

Making a Floor Plan

Covered in this lesson is how to: create a basic floor plan and custom room shapes, use Visio as a modeling tool, and model a room layout.

Creating a Cross-Functional Flowchart

What is a course on Visio without a look at flowcharts? Well, here it is. This lesson looks at cross-functional flowcharts, swimlanes and separators, changing orientation and direction, modifying margins, and choosing styles.

Creating a Network Diagram

This lesson is divided into three separate topics which show your students how to: create network diagrams, use shape data, and use layers. Along the way they will learn about: additional network shapes, shape data, adding layers, activating, coloring, and locking layers, plus other relevant subtopics.

Styling a Diagram

Once your students have created a diagram, this lesson is going to teach them how to enhance it. They will be shown how to work with shape and connector styles, work with themes and variants, and how to work with containers.
