

Microsoft Visio 2013: Part 1

Objectives: Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. You will learn how to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Designed for: This course is designed for learners who are new to Visio and who will be using Microsoft Visio to create basic workflows and perform end-to-end flowcharting.

Prerequisites: To ensure your success, you will need to be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and proficient in using Windows to access programs, navigate to information stored on the computer and to manage files and folders.

Course Content:

Getting Started with Visio 2013

- Navigate the Visio Environment
- Use Backstage Commands
- Save a File

Creating a Workflow Diagram

- Use Drawing Components
- Modify a Drawing
- Callouts and Groups

Creating an Organization Chart

- Create a Basic Organization Chart
- Modify an Organization Chart

Making a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

Creating a Cross-Functional Flowchart

- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Creating a Network Diagram

- Network Diagrams
- Use Shape Data
- Use Layers

Styling a Diagram

- Shape and Connector Styles
- Themes and Variants
- Use Containers
- Model a Room Layout
- Make a Basic Floor Plan

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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