

Microsoft Visio 2019/2021: Part 1 (v1.1)

Overview

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations. In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

Prerequisite Comments

To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard. You should be comfortable in the Windows 10 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

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

Course Objectives

In this course, you will design, modify, and manage basic diagrams. You will:

Identify the basic elements of Visio and their use.

Create a workflow diagram.

Build organization charts.

Design a floor plan.

Build a cross-functional flowchart.

Design a network diagram.

Style a diagram.

Course Outline

1 - Getting Started with Visio

Topic A: Perform Basic Tasks in the Visio Environment

Topic B: Work with Visio Global Options in the Backstage View

Topic C: Save a File

Topic D: Work with Visio for the Web

2 - Working with Workflow Diagram Tools

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

3 - Building Organization Charts

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

4 - Designing a Floor Plan

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

5 - Building a Cross-Functional Flowchart

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

6 - Designing a Network Diagram

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

7 - Styling a Diagram

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

Related Courses, Certifications, Exams

- Using Microsoft Windows 10