

Microsoft Visio 2016

Course Description

Become an expert flowcharter with the customizable tools of Microsoft Visio 2016. 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.

Audience

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2016 skills (such as creating basic workflows and other diagrams) who needs to use Visio to create complex graphics and illustrations (such as floor plans, custom maps, and scientific illustrations) that may be linked to external data sources and may be inserted into other Microsoft Office files.

Course Objectives

- Identify the basic elements of Visio and their use
- Create a workflow diagram
- Build organization chart
- Design a floor plan
- Build a cross-functional flowchart
- Design a network diagram
- Style a diagram

OUTLINE

1. Getting Started with Visio 2016

- Perform Basic Tasks in the Visio Environment
- Use Backstage Commands
- Save a File

2. Working with Workflow Diagram Tools

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

3. Building Organization Charts

- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

4. Designing a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

5. Building a Cross-Functional Flowchart

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

6. Designing a Network Diagram

- Create Network Diagrams
- Use Shape Data
- Use Layers

7. Styling a Diagram

- Modify Shape and Connector Styles
- Apply Themes and Variants
- Use Containers

8. Designing Advanced Plans and Diagrams

- Create a Microsoft Account and Log in to Visio
- Build Advanced Plans
- Build Advanced Diagrams

9. Enhancing the Look of Drawings

- Use 3-D Shapes
- Work with Shape Styles
- Define Shape Styles
- Apply Backgrounds, Borders, and Titles

10. Working with Custom Shapes, Stencils, and Templates

- Create Simple Custom Shapes
- Create Custom Stencils
- Create Custom Templates

11. Connecting Drawings to External Data

- Make an Organization Chart from an Excel Spreadsheet
- Generate a Pivot Diagram from an Excel Spreadsheet
- Create a Gantt Chart from a Project File
- Create a Timeline from a Project File
- Connect a Map to an Access Database

12. Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

13. Sharing Drawings

- Save and Share Drawings with OneDrive
- Review Drawings
- Insert Drawings into Other Office Files
- Export Drawings
- Print Drawings

