Microsoft Visio

In-Class

16 hours

EGP 3,800

Course Description:
Microsoft Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes.

Target Audience:
This course is intended for Business Professionals, IT Professionals, Engineers, Architects, Data Analysts, Report Writers, Educators, Trainers, Graphic Designers, Project Teams, Students and Enthusiasts, Administrative Professionals, Entrepreneurs, Small Business Owners and Anyone Interested in Diagramming.

Course Objectives:
- Getting Started with Visio
- Working with Workflow Diagram Tools
- Building Organization Charts
- Designing a Floor Plan
- Building a Cross-Functional Flowchart
- Designing a Network Diagram
- Styling a Diagram
- Designing Advanced Plans and Diagrams
- Enhancing the Look of Drawings
- Working with Custom Shapes, Stencils, and Templates
- Integrating Data from Other Sources
- Leveraging Development Tools
- Sharing Drawings

Course Outline:
Module One: Getting Started with Visio.
- Perform Basic Tasks in the Visio Environment
- Work with Visio Global Options in the Backstage View
- Save a File
- Work with Visio for the Web

Module Two: Working with Workflow Diagram Tools.
- Use Drawing Components
- Modify a Drawing
- Insert Callouts and Groups

Module Three: Building Organization Charts
- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

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Module Four: Designing a Floor Plan.
- Make a Basic Floor Plan
- Model a Room Layout

Module Five: Building a Cross-Functional Flowchart
- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Module Six: Designing a Network Diagram
- Create Network Diagrams
- Use Shape Data
- Use Layers

Module Seven: Styling a Diagram
- Modify Shape and Connector Styles
- Apply Themes and Variants
- Use Containers

Module Eight: Designing Advanced Plans and Diagrams.
- Create a Microsoft Account and Log in to Visio
- Build Advanced Plans
- Build Advanced Diagrams

Module Nine: Enhancing the Look of Drawings
- Use 3-D Shapes
- Work with Shape Styles
- Define Shape Styles
- Apply Backgrounds, Borders, and Titles

Module Ten: Working with Custom Shapes, Stencils, and Templates
- Create Simple Custom Shapes
- Create Custom Stencils
- Create Custom Templates

Module Eleven: Working with Custom Shapes, Stencils, and Templates
- 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

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Module Twelve: Leveraging Development Tools
- Create Macros
- Modify Shape Sheets
- Build Advanced Shape

Module Thirteen: Sharing Drawings
- Save and Share Drawings with OneDrive
- Review Drawings
- Insert Drawings into Other Office Files
- Export Drawings and Print Drawings

Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Course Language:
Bilingual

Prerequisites:
Good knowledge of Microsoft Windows