

MICROSOFT VISIO 2016 INTRODUCTION TRAINING - ONLINE INSTRUCTOR-LED TRAINING

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Microsoft Visio
2016 Introduction



COURSE LENGTH: 1.0 DAYS

This new version of Visio now has a set of pre-crafted starter diagrams that allow you to quickly create diagrams in 15 of the most popular categories. Other new features include built-in Tell Me support, an expanded selection of shapes, quick import capability, and a more suite of collaboration features.

The PD Training Microsoft Visio 2016 Introduction Training Course helps all basic users get up to speed quickly with Microsoft Visio. This will cover different features of the interface, show users how to find help, explore some simple scenarios, and cover the basics of how to create diagrams.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

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MICROSOFT VISIO 2016 INTRODUCTION TRAINING - ONLINE INSTRUCTOR-LED TRAINING COURSE OUTLINE

FOREWORD

This course is broken up into seven lessons. Each lesson focuses on several key topics, each of which is broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete.

OUTCOMES

After completing this course, participants will have learned to:

- Create Simple and Workflow diagrams on a day-to-day basis
- Create Organisation Charts and Floorplans, Cross-functional Flowcharts, and Network Diagrams
- Work with shape and connector style
- Customise themes and variants of a page

MODULES

Lesson 1: Getting Started with Visio 2016

- TOPIC A: Navigate the Visio Environment
 - About Visio
 - What are Stencils, Shapes, Connectors, and Templates?
 - Using the Visio Interface
 - The Ribbon
 - The Backstage View
 - Activity 1-1
- TOPIC B: Create a Basic Drawing
 - Create a New Blank Drawing
 - Create a New Drawing from a Template
 - Visio 2016 File Formats
 - Saving Files
 - Activity 1-2
- TOPIC C: Use the Help System
 - Using Tell Me
 - Accessing Advanced Help Options
 - Activity 1-3

Lesson 2: Creating a Workflow Diagram

- TOPIC A: Use Drawing Components
 - About the Shapes Pane
 - Adding Shapes to a Drawing
 - Connecting Shapes
 - Location
 - Stencil and Shape Management
 - Searching for Shapes
 - Activity 2-1
- TOPIC B: Modify a Drawing
 - Selecting Shapes
 - Moving and Rotating Shapes
 - Resizing Shapes
 - Duplicating Shapes
 - Deleting Shapes
 - Activity 2-2
- TOPIC C: Work with Callouts and Groups
 - About Callouts and Groups
 - Inserting a Callout
 - Moving a Callout
 - Resizing a Callout
 - Changing the Callout Style
 - Creating a Group
 - Activity 2-3

Lesson 3: Creating an Organisation Chart

- TOPIC A: Create a Basic Organisation Chart
 - About a Basic Organisational Chart
 - Creating an Organisation Chart using the Wizard
 - Adding Images116
 - Activity 3-1
- TOPIC B: Do More with Organisation Charts
 - Modifying the Layout
 - Changing the Spacing
 - Modifying Positioning
 - Creating and Using a Synchronised Copy
 - Comparing Charts
 - Activity 3-2

Lesson 4: Making a Floor Plan

- TOPIC A: Make a Basic Floor Plan
 - Create a Basic Floor Plan
 - Drawing Scale
 - Create Custom Room Shapes
 - Activity 4-1
- TOPIC B: Model a Room Layout
 - Using Visio as a Modeling Tool
 - Modeling a Room Layout

Lesson 5: Creating a Cross-Functional Flowchart

- TOPIC A: Create a Cross-Functional Flowchart
 - About Cross-Functional Flowcharts
 - Creating a Cross-Functional Flowchart
 - Adding Swimlanes and Separators
 - Adding Shapes
 - Activity 5-1
- TOPIC B: Modify a Cross-functional Flowchart
 - Changing Diagram Orientation and Direction
 - Modifying Swimlane Margins
 - Choosing a Flowchart Style
 - Activity 5-2

Lesson 6: Creating a Network Diagram

- TOPIC A: Create Network Diagrams
 - About Network Diagrams
 - Creating a Network Diagram
 - Additional Network Shapes
 - Activity 6-1
- TOPIC B: Use Shape Data
 - About Shape Data
 - How to use Shape Data
 - Activity 6-2
- TOPIC C: Use LayersHow to use Shape Data
 - Activity 6-2
 - About Layers
 - Adding a Layer
 - Assigning Shapes to a Layer
 - Showing and Hiding Layers
 - Activating a Layer
 - Preserving Group Member Layers
 - Coloring Layers
 - Locking Layers
 - Activity 6-3

Lesson 7: Styling a Diagram

- TOPIC A: Work with Shape and Connector Styles
 - Visio Design Tools Changing the Shape Style
 - Connector Styles
 - Modifying Connector Path Styles
 - Activity 7-1
- TOPIC B: Work with Themes and Variants
 - Design Themes and Variants

Lesson :

- Changing the Theme of the Current Page
 - Choosing a Variant for the Current Page
 - Applying a Page Background
 - Adding Borders and Titles
 - Activity 7-2
 - TOPIC C: Work with Containers
 - Adding a Container
 - Adding and Removing Shapes
 - Formatting the Container Style
 - Resizing a Container
 - Disbanding a Container
 - Activity 7-3
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WEB LINKS

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