MICROSOFT VISIO 2016 INTRODUCTION TRAINING

Generate a group quote today

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.

Microsoft Visio 2016 Introduction Training Course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra, and Perth.

Please click on the Public Class tab below to view our Microsoft Visio 2016 Introduction Training Course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.
MICROSOFT VISIO 2016 INTRODUCTION 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.

At the end of each lesson, we will summarise what has been covered and provide a few review questions for you to answer.

Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

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 Images
- 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
WEB LINKS

- View this course online
- In-house Training Instant Quote