

Course Outline

Microsoft® Visio® 2013: Part 1



Duration: 1 day (6 hours)

Target Audience:

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

Prerequisites:

To ensure your success, you will need to be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows 8 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Topics Covered:

- Lesson 1: Getting Started with Visio 2013
 - Topic A: Navigate the Visio Environment
 - Topic B: Use Backstage Commands
 - Topic C: Save a File
- Lesson 2: Creating a Workflow Diagram
 - Topic A: Use Drawing Components
 - Topic B: Modify a Drawing
 - Topic C: Callouts and Groups
- Lesson 3: Creating an Organization Chart
 - Topic A: Create a Basic Organization Chart
 - Topic B: Modify an Organization Chart
- Lesson 4: Making a Floor Plan
 - Topic A: Make a Basic Floor Plan
 - Topic B: Model a Room Layout
- Lesson 5: Creating a Cross-Functional Flowchart
 - Topic A: Create a Cross-Functional Flowchart
 - Topic B: Format a Cross-Functional Flowchart
- Lesson 6: Creating a Network Diagram
 - Topic A: Network Diagrams
 - Topic B: Use Shape Data
 - Topic C: Use Layers
- Lesson 7: Styling a Diagram

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