COURSE SYLLABUS

Microsoft Visio Level I

Teaches you how to design and manage basic diagrams, workflow, and flowcharts. This course is designed for persons who have an understanding of the basic workflow and the concept of end-to-end flowcharting. Students will become familiar with the Visio interface, create a basic Visio document and create a route map by using Visio features to work with shapes and text.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/microsoft-visio-level-1-2016



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Course Outline

Lesson 1: Getting Started with Visio 2016

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Use Backstage Commands
- Topic C: Save a File

Lesson 2: Working with Workflow Diagram Tools

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Insert Callouts and Groups

Lesson 3: Building Organization Charts

- Topic A: Create an Organization Chart Manually
- Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Topic C: Modify an Organization Chart

Lesson 4: Designing a Floor Plan

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

Lesson 5: Building a Cross-Functional Flowchart

- Topic A: Create a Cross-Functional Flowchart
- Topic B: Format a Cross-Functional Flowchart

Lesson 6: Designing a Network Diagram

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data

- Topic C: Use Layers

Lesson 7: Styling a Diagram

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