

Microsoft Visio Level I

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

Contact

☎ 212-684-5151

✉ nyc@careercenters.com

🌐 www.careercenters.com