Course Length --- *1 Day*
Course Format ---*Instructor-Led*

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Microsoft® Office Visio® 2013
Introduction

Course Description

Course Overview: From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Target Student: 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 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Course Objectives

Upon successful completion of this course, students will be able to:
- Navigate in Visio 2013.
- Create a workflow diagram and an organization chart.
- Create a floor plan and a cross-functional flowchart.
- Create a network diagram and Style a diagram.

Course Content

Lesson 1: Getting Started with Visio 2013
- Navigate the Visio Environment
- Use Backstage Commands
- Save a File

Lesson 2: Creating a Workflow Diagram
- Use Drawing Components
- Modify a Drawing
- Callouts and Groups

Lesson 3: Creating an Organization Chart
- Create a Basic Organization Chart
- Modify an Organization Chart

Lesson 4: Making a Floor Plan
- Make a Basic Floor Plan
- Model a Room Layout

Lesson 5: Creating a Cross-Functional Flowchart
- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Lesson 6: Creating a Network Diagram
- Network Diagrams
- Use Shape Data
- Use Layers

Lesson 7: Styling a Diagram
- Shape and Connector Styles
- Themes and Variants
- Use Containers