

MS VISIO: PART 1

Days: 1

Prerequisites: To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard. You should be comfortable in the Windows 10 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

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

Description: 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. Microsoft® 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.

Course Objectives: In this course, you will design, modify, and manage basic diagrams.

You will:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Build organization charts.
- Design a floor plan.
- Build a cross-functional flowchart.
- Design a network diagram.
- Style a diagram.

OUTLINE:

LESSON 1: GETTING STARTED WITH VISIO

- Topic A: Perform Basic Tasks in the Visio Environment
- Topic B: Work with Visio Global Options in the Backstage View
- Topic C: Save a File
- Topic D: Work with Visio for the Web

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

MS Visio



- 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

MS VISIO PART 2

Days: 1

Prerequisites: To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio.

Audience: The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio skills (such as creating basic workflows and other diagrams) who needs to use Visio to create complex graphics and illustrations (such as floor plans, custom maps, and scientific illustrations) that may be linked to external data sources and may be inserted into other Microsoft Office files.

Description: Microsoft® Visio® stands out among similar applications because of its unique ability to draw a wide variety of diagrams, flowcharts, workflows, and organization structures—anything that can be represented by shapes connected by lines. Most importantly, these shapes can be rearranged and with corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft® Office applications have been added. Today, Visio is well integrated with other members of the Office family as well as Microsoft's cloud-based services. This greatly enriches the sharing and publishing of Visio drawings.

In *Microsoft® Visio®: Part 1*, you learned the basic skills needed to create and modify various Visio drawings. In *Microsoft® Visio®: Part 2*, you will learn about more advanced features—making you a more efficient and effective Visio user.

Course Objectives: In this course, you will examine advanced features to make you more efficient and effective.

You will:

- Design advanced plans and diagrams.
- Enhance the look of drawings.

MS Visio

- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.

OUTLINE:

LESSON 1: DESIGNING ADVANCED PLANS AND DIAGRAMS

- Topic A: Build Advanced Plans
- Topic B: Build Advanced Diagrams

LESSON 2: ENHANCING THE LOOK OF DRAWINGS

- Topic A: Use 3-D Shapes
- Topic B: Work with Shape Styles
- Topic C: Define Shape Styles
- Topic D: Apply Backgrounds, Borders, and Titles

LESSON 3: CREATING CUSTOM SHAPES, STENCILS, AND TEMPLATES

- Topic A: Create Simple Custom Shapes
- Topic B: Create Custom Stencils
- Topic C: Create Custom Templates

LESSON 4: CONNECTING DRAWINGS TO EXTERNAL DATA

- Topic A: Make an Organization Chart from an Excel Spreadsheet
- Topic B: Generate a PivotDiagram from an Excel Spreadsheet
- Topic C: Create a Gantt Chart from a Project File
- Topic D: Create a Timeline from a Project File
- Topic E: Connect a Map to an Access Database

LESSON 5: LEVERAGING DEVELOPMENT TOOLS

- Topic A: Create Macros
- Topic B: Modify ShapeSheets

- Topic C: Build Advanced Shapes

LESSON 6: SHARING DRAWINGS

- Topic A: Save and Share Drawings with OneDrive
- Topic B: Review Drawings
- Topic C: Insert Drawings into Other Office Files
- Topic D: Export Drawings
- Topic E: Print Drawings

APPENDIX A: USING DIAGRAM STANDARDS