PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft Visio 2016 Introduction Training

REQUEST QUOTE

1.0 DAY COURSE

**This new version of Visio now has a set of pre-crafted starter diagrams that allow you to quickly create diagrams in 15 of the most popular categories. Other new features include built-in Tell Me support, an expanded selection of shapes, quick import capability, and a more suite of collaboration features.**

**The PD Training Microsoft Visio 2016 Introduction Training Course helps all basic users get up to speed quickly with Microsoft Visio. This will cover different features of the interface, show users how to find help, explore some simple scenarios, and cover the basics of how to create diagrams.**

**Microsoft Visio 2016 Introduction Training Course is available now throughout the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.**

### What You'll Gain:

This course is broken up into seven lessons. Each lesson focuses on several key topics, each of which are broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete.

At the end of each lesson, we will summarize what has been covered and provide a few review questions for you to answer.

Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

## Outcomes

**After completing this course, participants will have learned to:**

- Create Simple and Workflow diagrams on a day-to-day basis
- Create Organization Charts and Floorplans, Cross-functional Flowcharts, and Network Diagrams
- Work with shape and connector style
- Customize themes and variants of a page

# Modules

### Lesson 1: Getting Started with Visio 2016

- TOPIC A: Navigate the Visio Environment
  - About Visio
  - What are Stencils, Shapes, Connectors, and Templates?
  - Using the Visio Interface
  - The Ribbon
  - The Backstage View
  - Activity 1-1
- TOPIC B: Create a Basic Drawing
  - Create a New Blank Drawing
  - Create a New Drawing from a Template
  - Visio 2016 File Formats
  - Saving Files
  - Activity 1-2
- TOPIC C: Use the Help System
  - Using Tell Me
  - Accessing Advanced Help Options
  - Activity 1-3

### Lesson 2: Creating a Workflow Diagram

- TOPIC A: Use Drawing Components
  - About the Shapes Pane
  - Adding Shapes to a Drawing
  - Connecting Shapes
  - Location
  - Stencil and Shape Management
  - Searching for Shapes
  - Activity 2-1
- TOPIC B: Modify a Drawing
  - Selecting Shapes
  - Moving and Rotating Shapes
  - Resizing Shapes
  - Duplicating Shapes
  - Deleting Shapes
  - Activity 2-2
- TOPIC C: Work with Callouts and Groups
  - About Callouts and Groups
  - Inserting a Callout
  - Moving a Callout
  - Resizing a Callout
  - Changing the Callout Style
  - Creating a Group
  - Activity 2-3

### Lesson 3: Creating an Organization Chart

- TOPIC A: Create a Basic Organization Chart
  - About a Basic Organizational Chart
  - Creating an Organization Chart using the Wizard
  - Adding Images116
  - Activity 3-1
- TOPIC B: Do More with Organization Charts

### Lesson 4: Making a Floor Plan

- TOPIC A: Make a Basic Floor Plan
  - Create a Basic Floor Plan
  - Drawing Scale
  - Create Custom Room Shapes
  - Activity 4-1
- TOPIC B: Model a Room Layout
  - Using Visio as a Modeling Tool
  - Modeling a Room Layout

- Modifying the Layout
- Changing the Spacing
- Modifying Positioning
- Creating and Using a Synchronized Copy
- Comparing Charts
- Activity 3-2

## Lesson 5: Creating a Cross-Functional Flowchart

- TOPIC A: Create a Cross-Functional Flowchart
  - About Cross-Functional Flowcharts
  - Creating a Cross-Functional Flowchart
  - Adding Swimlanes and Separators
  - Adding Shapes
  - Activity 5-1
- TOPIC B: Modify a Cross-functional Flowchart
  - Changing Diagram Orientation and Direction
  - Modifying Swimlane Margins
  - Choosing a Flowchart Style
  - Activity 5-2

## Lesson 6: Creating a Network Diagram

- TOPIC A: Create Network Diagrams
  - About Network Diagrams
  - Creating a Network Diagram
  - Additional Network Shapes
  - Activity 6-1
- TOPIC B: Use Shape Data
  - About Shape Data
  - How to use Shape Data
  - Activity 6-2
- TOPIC C: Use LayersHow to use Shape Data
  - Activity 6-2
  - About Layers
  - Adding a Layer
  - Assigning Shapes to a Layer
  - Showing and Hiding Layers
  - Activating a Layer
  - Preserving Group Member Layers
  - Coloring Layers
  - Locking Layers
  - Activity 6-3

## Lesson 7: Styling a Diagram

- TOPIC A: Work with Shape and Connector Styles
  - Visio Design Tools Changing the Shape Style
  - Connector Styles
  - Modifying Connector Path Styles
  - Activity 7-1
- TOPIC B: Work with Themes and Variants
  - Design Themes and Variants

    - Changing the Theme of the Current Page
    - Choosing a Variant for the Current Page
    - Applying a Page Background
    - Adding Borders and Titles
    - Activity 7-2
- TOPIC C: Work with Containers
    - Adding a Container
    - Adding and Removing Shapes
    - Formatting the Container Style
    - Resizing a Container
    - Disbanding a Container
    - Activity 7-3

**Talk to our expert team**

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