

# Microsoft® Visio® 2013: Part 1

## Course Specifications

### Course Number:

091114

### Course Length:

1 day

## Course Description

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.

### 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.
- Create an organization chart.
- Make a floor plan.
- Create a cross-functional flowchart.
- Create a network diagram.
- Style a diagram.

### 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 Content

## **Lesson 1: Getting Started with Visio 2013**

Topic A: Navigate the Visio Environment

Topic B: Use Backstage Commands

Topic C: Save a File

## **Lesson 2: Creating a Workflow Diagram**

Topic A: Use Drawing Components

Topic B: Modify a Drawing

Topic C: Callouts and Groups

## **Lesson 3: Creating an Organization Chart**

Topic A: Create a Basic Organization Chart

Topic B: Modify an Organization Chart

## **Lesson 4: Making a Floor Plan**

Topic A: Make a Basic Floor Plan

Topic B: Model a Room Layout

## **Lesson 5: Creating a Cross-Functional Flowchart**

Topic A: Create a Cross-Functional Flowchart

Topic B: Format a Cross-Functional Flowchart

## **Lesson 6: Creating a Network Diagram**

Topic A: Network Diagrams

Topic B: Use Shape Data

Topic C: Use Layers

## **Lesson 7: Styling a Diagram**

Topic A: Shape and Connector Styles

Topic B: Themes and Variants

**Topic C:** Use Containers