

Microsoft® Visio® O365: Part 1

Course Number:

091071

Course Length:

1 day

Course Description**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. 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.

Target Student:

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.

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

To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Course Content

Lesson 1: Getting Started with Visio O365

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

Appendix A: New Features in Visio O365