

# 2016 Microsoft Visio

## Course: [Level 1](#), [Level 2](#)

Microsoft Visio can be used to create simple or complicated diagrams. It offers a wide variety of built-in shapes, objects, and stencils to work with. You can make your own shapes and import them. Visio makes diagramming as easy as possible for the user. There are dozens of different templates to get you started. Each template equips you with the appropriate stencils and objects that open and are ready for use.

Microsoft Visio courses are trained using Microsoft Office 2016

### **Purpose of Course**

The purpose of this course is to enable you to accomplish tasks and activities and fulfil your responsibilities. The course is designed for delegates who want to learn how to use Visio diagrams, including organization charts, network diagrams, workflows, and home or office plans for their personal use or for business purposes.

### **Course Objective**

The objective of the course is to provide the course audience with the tools and knowledge to perform their activities. The time in the course will be spent learning the functionality as outlined in the manual.

### **Course Performance Objective**

At the end of this course, you will have been provided with an overview of the major functionality within the lessons. Each delegate is encouraged to participate during the training with observations and questions. A training manual with relevant exercises will provide you with an opportunity to practise and review the information presented in the course.

### **Course Performance Standard**

You will participate in the classroom activities and will have completed the following lessons for Level 1:

- Lesson 1 : Getting Started With Visio 2016
- Lesson 2: Creating a Workflow Diagram
- Lesson 3: Creating an Organization Chart
- Lesson 4: Making a Floor Plan
- Lesson 5: Creating a Cross-Functional Flowchart
- Lesson 6: Creating a Network Diagram
- Lesson 7: Styling a Diagram

You will participate in the classroom activities and will have completed the following lessons for Level 2:

- Lesson 1: Enhancing the Look of Drawings
- Lesson 2: Creating Shapes, Stencils and Templates
- Lesson 3: Connecting Drawings to External Data
- Lesson 4: Leveraging Development Tools
- Lesson 5: Sharing Drawings

## **Course Performance Conditions**

To successfully complete the stated performance goal, you will have access to:

- Assistance from Instructor
- Manual
- Reference materials

## **Teaching Methods**

- On line with the training manual.
- Lab files

## **Course Benefits**

Following this course, you will have the knowledge and tool mastery to maximize your use of the features to manage your specific functions.

## **Course Prerequisites**

Training is application-oriented, aimed at teaching those functions that are based on each specific level. Policies and procedures are addressed only to the extent necessary to support this focus. Training is executed in a Windows environment.

Prior to buying this course, delegates should:

- Have computer literacy, use computers and related technology efficiently.
- Be familiar with Windows or Mac operating systems, work processing skills and the internet
- Know the concepts as necessary for your area of responsibility.

## **Course Duration and Schedule**

- On line and at your discretion.
- Set goals to achieve an outcome
- Set realistic time frames

## **Course Cost**

- \$15.00 per subject per level

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