TechyEdz Solutions

Training | Consulting | Developement | Outsourcing

Microsoft Visio

Microsoft Visio Training

Course Overview:

Visio is a drawing and diagramming program that includes a variety of pre-drawn shapes and picture elements that can be dragged and dropped onto the illustration. Users can define their own elements and place them onto the Visio palette. "Visio Home" is a version of Visio designed for personal use and includes elements for landscaping, family trees, decorating, etc.

Course Outline:

Getting Started with Visio 2016

- Perform Basic Tasks in the Visio Environment
- Use Backstage Commands
- Save a File
- The Visio Drawing Window
- Toolbars
- Overview of Templates, Stencils and Shapes
- Changing View Settings

Drawing Tools

- Creating New Drawings
- Drawing Closed Shapes
- Drawing Open Shapes
- Using the Freeform tool
- Drawing Compound Lines
- Finding Stencils and Shapes

Creating Basic Diagrams

- Selection Techniques
- Connecting Shapes
- Moving and Deleting Shapes
- Aligning Shapes
- Distributing Shapes

- ➢ Rotating Shapes
- ➢ Grouping Shapes

Formatting Shapes

- ➢ Shape formatting
- ➢ Adding Text to Shapes
- ➢ Formatting Text
- ➢ Duplicating Shapes
- ➢ Scaling and resizing Shapes
- ➢ Using Themes (2007 version only)

Working with Pages

- ➢ Inserting, Naming and Deleting Pages
- ➢ Page and Printer Setup
- ➢ Creating Background Pages
- ➢ Inserting Headers and Footers

Building Diagrams

- ➢ Creating Organisation Charts
- ➢ Adding Multiple Shapes
- ➢ Modifying Chart Layouts
- ➢ Creating a Flowchart
- ➢ Creating a Brainstorming Diagram
- ➢ Using the Brainstorming Outline Window

Working with Workflow Diagram Tools

- ➢ Use Drawing Components
- ➢ Modify a Drawing
- ➢ Insert Callouts and Groups

Building Organization Charts

- ➢ Create an Organization Chart Manually
- ➢ Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- ➢ Modify an Organization Chart

Designing a Floor Plan

- ➤ Make a Basic Floor Plan
- ➤ Model a Room Layout

Building a Cross-Functional Flowchart

- ➤ Create a Cross-Functional Flowchart
- ➤ Format a Cross-Functional Flowchart

Designing a Network Diagram

- ➤ Create Network Diagrams
- ➤ Use Shape Data
- ➤ Use Layers

Styling a Diagram

- ➤ Modify Shape and Connector Styles
- ➤ Apply Themes and Variants
- ➤ Use Containers

Who can Attend:

- Our Microsoft Visio introduction course is suitable for complete beginners to Microsoft Visio.
- 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

- A working knowledge of Windows is required, or our Microsoft Windows Introduction course. No experience of MS Visio is required.
- To ensure your success, you will need to be familiar with using personal computers and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

Number of Hours: 30hrs

Certification: Microsoft Certified Technology Specialist (MCTS)

Key Features:

- ➤ One to One Training
- ➤ Online Training
- ➤ Fastrack & Normal Track

- ➢ Resume Modification
- ➢ Mock Interviews
- ➢ Video Tutorials
- ➢ Materials
- ➢ Real Time Projects
- ➢ Virtual Live Experience
- ➢ Preparing for Certification

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