

Microsoft Visio 2016

Level 1

Course Description

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Office Visio Professional 2016 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

Course Objective

You will design and manage basic diagrams, workflows, and flowcharts.

Pre-Requisites

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

Module 1 - Introduction

- Starting Visio
- Using Stencils
- Using Toolbars
- Closing Visio

Module 2 - Using Visio Basics

- Opening a File
- Adding, Reordering, and Deleting Pages
- Saving and Closing a Visio File
- Using Print Preview
- Using Page Setup
- Printing a Drawing

Module 3 - Creating a Drawing

- Starting a Drawing
- Adding Master Shapes to a Drawing
- Selecting Shapes
- Zooming

Module 4 - Connecting Shapes

- Understanding Shapes Components
- Using Connectors
- Connecting Shapes Automatically
- Manipulating Connectors
- Adding Connection Points

Module 5 - Working with Text

- Adding Text to Shapes
- Creating Text-Only Shapes
- Editing Existing Text
- Modifying a Text Block
- Formatting Text

Module 6 - Working with Shapes

- Using the Drawing Tools
- Resizing Shapes
- Formatting Shapes
- Moving Shapes
- Copying Shapes

Module 7 - Manipulating Shapes

- Rotating Shapes
- Aligning Shapes
- Distributing Shapes
- Creating and Using Guides

Module 8 - Altering Shapes

- Changing the Stacking Order of Shapes
- Grouping and Ungrouping Shapes
- Changing Double-Click Behaviour

Microsoft Visio 2016

Level 2

Course Description

Microsoft Office Visio Professional 2016: Level 2 is the second course in the Microsoft Visio 2016 series. In Microsoft Office Visio Professional 2016: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Course Objective

You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Pre-Requisites

Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft Office Visio Professional 2016: Level 1.

Course Content

Module 1 - Creating and Modifying Styles

- Applying Styles
- Creating a Template

Module 2 - Working with Stencils and Master Shapes

- Creating a Stencil
- Creating a Master Shape
- Protecting Shapes and Documents
- Changing Shape Behaviour
- Using Automatic Layout

Module 3 - Merging Shapes

- Using the Union Command
- Using the Combine Command
- Using the Subtract Command
- Using the Intersect Command
- Using the Fragment Command

Module 4 - Using Background Pages

- Creating a Background Page
- Assigning a Background Page

Module 5 - Working with Layers

- Understanding Layers
- Creating a Layer
- Assigning a Shape to a Layer

Module 6 - Inserting Pictures and Objects

- Inserting a Picture
- Embedding an Object
- Linking an Object
- Inserting Fields

Module 7 - Working with ShapeSheets

- Understanding the ShapeSheet
- Changing ShapeSheet Properties

Module 8 - Using Special Features

- Custom Properties of a Shape
- Working with Hyperlinks