MICROSOFT VISIO

INTRODUCTION

Microsoft Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes.

COURSE CONTENT

Getting Started with Visio 2013

- Navigate the Visio Environment
- Use Backstage Commands
- Save a File

Creating a Workflow Diagram

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

Creating an Organization Chart

- Create a Basic Organization Chart
- Modify an Organization Chart

Making a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

Creating a Cross-Functional Flowchart

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

Creating a Network Diagram

- Network Diagrams
- Use Shape Data
- Use Layers

Styling a Diagram

- A: Shape and Connector Styles
- Themes and Variants

- Use Containers