Microsoft Visio 2019/2021: Part 1

Price: 375

Duration: 1 days

Delivery Methods: Virtual

Overview

Welcome to “Microsoft Visio: Part 1,” an introductory course designed to equip you with the fundamental skills needed to utilize Visio effectively. This course is ideal for both newcomers to Visio and those aiming to refine their existing skills. By the end of this course, you will be proficient in navigating Visio’s intuitive interface and utilizing its extensive features to create impactful visual diagrams.

During this course, you will become familiar with the comprehensive set of tools that Visio offers.

These tools include a diverse array of shapes and functionalities tailored for various diagrammatic needs—be it constructing flowcharts, developing organizational charts, or designing intricate floor plans. Visio’s flexibility makes it an exceptional tool for translating complex ideas into clear visual representations, enhancing both personal and professional projects.

Our practical, hands-on approach will guide you through the core aspects of Visio. You’ll learn how to create, adjust, and manage diagrams efficiently, gaining confidence through targeted exercises that enhance your diagramming skills. This practice will not only help you produce polished visuals but also enable you to streamline communication and simplify detailed processes with ease.

As you advance, you’ll appreciate how Visio becomes an indispensable part of your professional toolkit, aiding you in delivering messages with greater clarity and precision.

Prerequisites

Participants should possess:

- A basic understanding of personal computers, including proficiency with a mouse and keyboard.
- Comfort in using the Windows environment, including the ability to navigate and manage files and folders.

Audience

- This course is designed specifically for individuals who are new to Microsoft Visio.
- Ideal for those who aim to develop foundational workflows and engage in comprehensive flowcharting, it provides essential skills and practical tools for effective diagram creation.
- Whether you’re a beginner or seeking to refresh your Visio skills, this course will meet your needs.

Course Outline:

Getting Started with Visio

- Perform basic tasks in the Visio environment
- Work with Visio global options in the Backstage View
- Save files in Visio
- Explore Visio for the Web

Working with Workflow Diagram Tools

- Effectively use drawing components
- Modify drawings to suit your needs
- Insert callouts and groups for clarity

Building Organization Charts

- Manually create organization charts
- Utilize starter diagrams and the Organization Chart Wizard
- Make necessary modifications to organization charts

Designing a Floor Plan

- Create basic floor plans
- Model room layouts to scale

Building a Cross-Functional Flowchart

- Create cross-functional flowcharts
- Format flowcharts for clarity and visual appeal

Designing a Network Diagram

- Create network diagrams for various purposes
- Utilize shape data and layers for better organization

Styling a Diagram

- Modify shape and connector styles
- Apply themes and variants to enhance visual appeal
- Utilize containers for better organization

Course Schedule

Date	Time	Price	Options

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What happens when I finish my class?

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