

# MICROSOFT VISIO 2016: PART 1

Course Code: 821489

By the end of this course, users should be comfortable using Visio to create simple diagrams on a day-to-day basis and capable of creating organization charts, floor plans, cross-functional flowcharts, and network diagrams.

This new version of Visio now has a set of pre-crafted starter diagrams that allow you to quickly create diagrams in 15 of the most popular categories. Other new features include built-in Tell Me support, an expanded selection of shapes, quick import capability, and a more suite of collaboration features.

This course is intended to help all novice computer users get up to speed quickly with Microsoft Visio. We will cover different features of the interface, show users how to find help, explore some simple scenarios, and cover the basics of how to create diagrams.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

- Getting Started with Visio 2016
- Creating a Workflow Diagram
- Creating an Organization Chart
- Making a Floor Plan
- Creating a Cross-Functional Flowchart
- Styling Diagram

## Who Needs to Attend

This course is intended to help all novice computer users get up to speed quickly with Microsoft Visio.

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Visio is necessary.



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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Getting Started with Visio 2016**

- Topic A: Navigate the Visio Environment
- Topic B: Create a Basic Drawing
- Topic C: Use the Help System

### **Lesson 2: Creating a Workflow Diagram**

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Work with Callouts and Groups

### **Lesson 3: Creating an Organization Chart**

- Topic A: Create a Basic Organization Chart
- Topic B: Do More with Organization Charts

### **Lesson 4: Making a Floor Plan**

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

### **Lesson 5: Creating a Cross-Functional Flowchart**

- Topic A: Create a Cross-Functional Flowchart
- Topic B: Modify a Cross-Functional Flowchart

### **Lesson 6: Creating a Network Diagram**

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data
- Topic C: Use Layers

### **Lesson 7: Styling a Diagram**

- Topic A: Work with Shape and Connector Styles
- Topic B: Work with Themes and Variants
- Topic C: Work with Containers



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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Getting Started with Visio 2016**

- Topic A: Navigate the Visio Environment
- Topic B: Create a Basic Drawing
- Topic C: Use the Help System

### **Lesson 2: Creating a Workflow Diagram**

- Topic A: Use Drawing Components
- Topic B: Modify a Drawing
- Topic C: Work with Callouts and Groups

### **Lesson 3: Creating an Organization Chart**

- Topic A: Create a Basic Organization Chart
- Topic B: Do More with Organization Charts

### **Lesson 4: Making a Floor Plan**

- Topic A: Make a Basic Floor Plan
- Topic B: Model a Room Layout

### **Lesson 5: Creating a Cross-Functional Flowchart**

- Topic A: Create a Cross-Functional Flowchart
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### **Lesson 6: Creating a Network Diagram**

- Topic A: Create Network Diagrams
- Topic B: Use Shape Data
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### **Lesson 7: Styling a Diagram**

- Topic A: Work with Shape and Connector Styles
- Topic B: Work with Themes and Variants
- Topic C: Work with Containers

May 22 - 22, 2025 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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