

Visio 2016

Modality: Self-Paced Learning

Duration: 2 Hours

About this Course:

Visio is a vector-based graphics and diagram application used to illustrate complicated processes, flowcharts, software, and organizational charts. Visio can be used to visually represent fully formed ideas and brainstorm new ones in graphic form. As the industry standard business drawing tool, Visio has extensive applications in project management, marketing, quality assurance, strategic planning, human resources, engineering and development, and more.

Course Objectives:

- In this series, students will develop a working familiarity and understanding of the Visio application. With the tools introduced and utilized throughout the series, users will be able to create graphical diagrams, timelines, Gantt charts, workflow diagrams, organizational charts, flowcharts, and more.

Audience:

- Visio is used by professionals who need visual representation. Project Managers, engineers, information technology professionals, human resource professionals, and many more use it as a necessary addendum to their vision. Whether its envisioning how your organization can scale, how to arrange the office, or the onboarding process for a new hire, Visio contains many features that make those complex processes more actionable.

Course Outline:

- Introduction
- Start Screen
- Tell Me
- Backstage View and Options
- Stencils
- Smart Shapes
- Connector Tool
- Quick Shapes and Copying Formatting
- Zooming
- Auto Space and Auto Align
- Creating Subprocesses
- Text Tool
- Hyperlinks
- Grouping Shapes
- Layers
- Containers

- Page Setup Options
- Inserting Background Pages and Images
- Assigning Background Pages
- Custom Stencils
- Saving as Template
- External Data
- Conclusion