



# Microsoft Visio 2016 Level 1

## DURATION

1 Day

## COURSE OVERVIEW

This course introduces delegates to the essentials of Visio and that diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Visio 2016 has a host of features that are instrumental in creating pictorial representations of information.

## TARGET AUDIENCE

This course is designed for people who have an understanding of basic workflows and the concept of end-to-end flowcharting.

## LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Navigate the Visio program.
- Use Visio templates.
- Add shapes, connectors, backgrounds and borders.
- Format and manipulate text, shapes and connectors.
- Use snap and glue.
- Use layers.
- Manipulate pages.
- Print and share drawings.

## PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programs, navigate to information stored on the computer and be able to manage files and folders.

## COURSE CONTENTS

- Finding your way around Visio 2016.
- Using Visio templates.
- Shapes and connectors.
- Backgrounds and borders.
- Titles and themes.
- Formatting text.
- Formatting shapes.
- Manipulating shapes.
- Formatting connectors.
- Using snap & glue.
- Using layers.
- Managing pages.
- Printing and sharing drawings.