



MICROSOFT VISIO

Visio 2016 Fundamentals (WRD001)

Traditional Learning Pathway



COURSE CONTENTS

VISIO BASICS

- Starting Visio
- Types of Visio drawings
- Creating a new drawing
- Templates & Stencils
- Using the Ribbon & QAT
- Keyboard shortcuts in Visio
- Zoom & navigation
- Using the Dynamic Grid
- Using AutoConnect

ORGANISATION CHARTS

- Using the Organisation Chart Wizard
- Getting personnel data from Outlook or Excel
- Modifying the Org Chart & changing the layout
- Formatting the Org Chart
- Adding pictures and additional data

FLOWCHARTS

- Basic flowcharting guidelines
- Flowcharting symbols

WORKING WITH SHAPES

- Adding symbols to the drawing
- Aligning Shapes
- Distributing Shapes
- Connecting Shapes
- Adding text

SHOWING DECISIONS

- The decision symbol
- Presenting decisions in a flowchart

FORMATTING THE FLOWCHART

- Using a theme
- Using V Backgrounds
- Removing a Background
- Adding Borders & Titles
- Using Headers & Footers
- Adding a logo

QUALITY MANAGEMENT SYSTEMS

- Why do quality management?
- Concepts of Quality and Continuous Improvement
- Quality Management Frameworks

THE PROCESS APPROACH

- Business processes
- Requirements of a quality business process
- Business process diagrams

DEPLOYMENT FLOWCHARTING

- What is Deployment Flowcharting?
- Uses of Deployment Flowcharts
- Benefits of using Deployment Flowcharts

CREATING THE CHART

- Overview of creating a deployment flowchart in Visio
- Deployment Flowcharting symbols

USING SWIM LANES

- Adding a swim lanes
- Positioning the Flowchart on the page

MULTI-PAGE & LARGE DRAWINGS

- Using off page connectors
- Representing sub-processes
- Using hyperlinks
- Page setup options

SAVING & PUBLISHING

- Saving Visio files
- Sharing your Visio files
- Visio and PDF
- Printing in Visio
- Embedding drawing into MS Word Documents

MICROSOFT VISIO 2016 FUNDAMENTALS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of deployment flowcharts
- confidence with the MS Visio software
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes basic prior knowledge of Microsoft Visio. It is suitable for participants who:

- want to learn to create deployment flowcharts
- want to produce professional looking documents
- are required to produce flowcharts for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- create a number of business diagrams including Organisation Charts, Basic Flowcharts & Deployment Flowcharts
- professionally format Visio drawings and distribute or publish the drawings
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

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