

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Visio 2016 / 2019

Learn to create flowcharts, network diagrams, organisation charts and other visuals with Microsoft Visio, from shapes to data-linked drawings.

11

MODULES

45

TOPICS

COURSE OVERVIEW

This course covers the Visio interface, templates and measurement units, followed by working with shapes, text, and connectors. It then addresses building basic flow charts, network diagrams and organisation charts, along with creating custom shapes, stencils and templates. Later modules cover advanced diagrams such as cross-functional flowcharts, floor plans, brainstorming diagrams, Gantt charts and timelines, connecting drawings to external Excel data, and printing, sharing and exporting drawings.

WHO THIS COURSE IS FOR

Business Analysts

Project Managers

Administrative Professionals

IT Professionals

Office Support Staff

LEARNING OBJECTIVES

- Identify the Visio interface, templates and measurement units
- Apply shape alignment, styles, resizing and positioning
- Add text to shapes using pointer, text and shape tools
- Configure connectors and glue them to shapes and points
- Build basic flow charts, network diagrams and organisation charts
- Create custom shapes, stencils and templates
- Design advanced diagrams such as Gantt charts and timelines
- Connect drawings to external Excel data

11 Modules, 45 Topics

01

Getting Started with Visio

TOPICS

About Microsoft Visio · Templates · Measurement units · Visio interface · Backstage view

02

Working on Shapes

TOPICS

Stencils in Visio · Shapes alignment, position and spacing · Shape styles · Resize & reposition · Dynamic grid

03

Adding Text to the Shapes

TOPICS

Pointer tool · Text tool · Text block · Shape tool

04

Working with Connector

TOPICS

Connector tool vs connection point tools · Glue to shapes · Glue to connection points · Connector styles · Connectors layout

05

Working with Basic Flow Chart

TOPICS

Creating basic flow chart · Apply themes, variants · Apply layers · Borders and titles · Working with background page

06

Working with Basic Network Diagram

TOPICS

Creating basic network diagram · Group shapes · Select shapes by lasso, area, selection · Using containers and callouts · Inventory reports

07

Building Organization Charts

TOPICS

- Create an organization chart manually
- Create organization charts by using starter diagrams and the organization chart wizard
- Modify an organization chart

08

Working with Custom Shapes, Stencils, and Templates

TOPICS

Create simple custom shapes · Create custom stencils · Create custom templates

09

Designing Advanced Plans and Diagrams

TOPICS

Building a cross-functional flowchart · Creating a basic floor plan · Brainstorming diagram · Create a Gantt chart · Create a timeline

10

Connecting Drawings to External Data

TOPICS

- Make an organization chart from an excel spreadsheet
- Generate a pivot diagram from an excel spreadsheet

11

Print, Share and Export Drawings

TOPICS

- Save and share drawings with as link and as pdf
- Export drawings in different types
- Page setup and print drawings

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com