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PHOENIX TS

Microsoft Visio Level 1

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This one-day instructor led course will introduce the functions of Microsoft Visio 2019.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Objectives

After taking this course, participants will be able to:

- Identify different Visio tools
- Use visual tools to create different diagrams, maps, and drawings
- Create a workflow diagram
- Construct organization charts
- Develop a floor plan
- Build a cross-functional flowchart
- Design a network diagram
- Create a diagram

Course Outline

Module One: Visio Introduction

- Perform Basic Tasks in the Visio Environment
- Work with Visio Global Options in the Backstage View
- Save a File
- Work with Visio for the Web

Module Two: Working with Workflow Diagram Tools

- Use Drawing Components
- Modify a Drawing
- Insert Callouts and Groups

Module Three: Building Organization Charts

- Create an Organization Chart Manually
- Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
- Modify an Organization Chart

Module Four: Designing a Floor Plan

- Make a Basic Floor Plan
- Model a Room Layout

Module Five: Building a Cross-Functional Flowchart

- Create a Cross-Functional Flowchart
- Format a Cross-Functional Flowchart

Module Six: Designing a Network Diagram

- Create Network Diagrams
- Use Shape Data
- Use Layers

Module Seven: Styling a Diagram

- Modify Shape and Connector Styles
- Apply Themes and Variants

- Use Containers

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Starting at **$350**

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