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PHOENIX TS

Microsoft Visio Level 1

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

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

Schedule

DATE	LOCATION	
8/22/22 - 8/22/22 (1 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
8/22/22 - 8/22/22 (1 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
11/14/22 - 11/14/22 (1 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
11/21/22 - 11/21/22 (1 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
11/21/22 - 11/21/22 (1 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us

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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GSA



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