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Microsoft® Visio® 2013: Part 1

Course Specifications

Course Number: ELK91-114_rev1.1
Course length: 1.0 day(s)

Course Description

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Target Student: This course is designed for persons who are new to Visio and who will be using Microsoft Visio to create basic workflows and perform end-to-end flowcharting.

Prerequisites: To ensure your success, you will need to be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows 8 environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8 Transition from Windows® 7

Visio 2013 is not available for Windows XP.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor with SSE2 instruction set
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 2 GB of available hard disk space
- Windows® 7, Windows® 8, Windows Server® 2008 R2, or Windows Server® 2012 with .Net 3.5 or greater
- Keyboard and mouse (or other pointing device)
- Graphics hardware acceleration requires DirectX10 graphics card, 1024 x 768 resolution monitor recommended
- DVD-ROM drive
- Network cards and cabling for local network access
- Internet access with no password required (through Wi-Fi, cabled Ethernet, or mobile broadband)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Visio® Professional 2013
- Microsoft® Windows® 8
- Microsoft® Office Professional 2010 or higher
- Microsoft® Project 2010 or higher

Course Content

Lesson 1: Getting Started with Visio 2013

Topic A: Navigate the Visio Environment
Topic B: Use Backstage Commands
Topic C: Save a File

Lesson 2: Creating a Workflow Diagram

Topic A: Use Drawing Components
Topic B: Modify a Drawing
Topic C: Callouts and Groups

Lesson 3: Creating an Organization Chart

Topic A: Create a Basic Organization Chart
Topic B: Modify an Organization Chart

Lesson 4: Making a Floor Plan

Topic A: Make a Basic Floor Plan
Topic B: Model a Room Layout

Lesson 5: Creating a Cross-Functional Flowchart

Topic A: Create a Cross-Functional Flowchart
Topic B: Format a Cross-Functional Flowchart

Lesson 6: Creating a Network Diagram

Topic A: Network Diagrams
Topic B: Use Shape Data
Topic C: Use Layers

Lesson 7: Styling a Diagram

Topic A: Shape and Connector Styles
Topic B: Themes and Variants
Topic C: Use Containers