

MICROSOFT VISIO 2019/2021 - PART 1

COURSE SPECIFICATIONS

Course Code:	MS-VIS-P1
Course No:	ELK91-153_rev1.1
Course Length:	2 Days

COURSE DESCRIPTION

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Palaeolithic 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. Microsoft 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 AUDIENCE

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

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

It is recommended that you have completed *Microsoft Excel for O365 – Part 1*, *Microsoft Access for O365 – Part 1* and *Microsoft Project for 2019, 2021 & O365 – Part 1* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft Visio Professional 2019
- Microsoft Visio Online Plan 1 or Online Plan 2 subscription if you wish to perform the optional activity in Topic 1D
- Microsoft Project Professional 2019

For virtual online training:

- A Microsoft Team account.

NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

In this course, you will design, modify, and manage basic diagrams. You will:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Build organization charts.
- Design a floor plan.
- Build a cross-functional flowchart.
- Design a network diagram.
- Style a diagram.

LEARNING OUTLINE

1. Getting Started with Visio
 - a. Perform Basic Tasks in the Visio Environment
 - b. Work with Visio Global Options in the Backstage View
 - c. Save a File
 - d. Work with Visio for the Web
2. Working with Workflow Diagram Tools
 - a. Use Drawing Components
 - b. Modify a Drawing
 - c. Insert Callouts and Groups
3. Building Organization Charts
 - a. Create an Organization Chart Manually
 - b. Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard
 - c. Modify an Organization Chart
4. Designing a Floor Plan
 - a. Make a Basic Floor Plan
 - b. Model a Room Layout
5. Building a Cross-Functional Flowchart
 - a. Create a Cross-Functional Flowchart
 - b. Format a Cross-Functional Flowchart
6. Designing a Network Diagram
 - a. Create Network Diagrams
 - b. Use Shape Data
 - c. Use Layers
7. Styling a Diagram
 - a. Modify Shape and Connector Styles
 - b. Apply Themes and Variants
 - c. Use Containers

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

CONTACT DETAILS

Further enquiries may be directed to:

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