

INFOCUS COURSEWARE

Microsoft Visio 2016



Product Code: INF1638

ISBN: 978-1-925526-05-9

 General Description 	The skills and knowledge acquired in <i>Microsoft Visio 2016</i> are sufficient to be able to create real-world drawings using the many shapes, stencils and templates provided with the software.
✤ Learning Outcomes	At the completion of this course you should be able to: work with the basic features of <i>Visio</i> open, create and work with stencils work with shapes format shapes join shapes using connectors create and modify containers work with text create and work with pages in a drawing work with page tools apply, modify and work with themes add and work with comments and understand co-authoring print, email and export drawings create simple organisational charts work with organisation chart data create and work with <i>Gantt</i> charts create and work with cross functional flowcharts
Prerequisites	<i>Microsoft Visio 2016</i> assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Topic Sheets	177 topics
✤ Methodology	The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self- paced learning, or a combination of the two.
 Formats Available 	A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence
 Companion Products 	There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com .

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Microsoft Visio 2016

Adding Swimlanes

Adding Phases

Adding Shapes

Adding Swimlane Labels

Adjusting Swimlanes and Phases

Formatting Cross Functional Charts



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