



INFocus COURSEWARE

Microsoft Visio 2016 (with Challenge Exercises)



Product Code: INF1639

ISBN: 978-1-925526-06-6

❖ General Description

The skills and knowledge acquired in **Microsoft Visio 2016 (with Challenge Exercises)** 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 **Visio**
- 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 modify calendars
- create and work with **Gantt** charts
- create and work with cross functional flowcharts

❖ Prerequisites

Microsoft Visio 2016 (with Challenge Exercises) 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

211 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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Product Information



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Contents

Getting to Know Visio 2016

- Starting Visio in Windows 10
- Understanding the Start Screen
- Creating a New Drawing From a Template
- The Visio Screen
- How Microsoft Visio 2016 Works
- Using the Ribbon
- Minimising the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
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- Exiting Safely From Visio
- Challenge Exercise

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- Using Quick Shapes
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- Challenge Exercise

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- Challenge Exercise

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- Saving to OneDrive
- Sharing Drawings
- Opening Shared Drawings
- Challenge Exercise

Outputting Drawings

- Using Print Preview
- Fitting a Drawing to Printer Pages
- Printing a Drawing



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Emailing Drawings
Challenge Exercise

Organisation Charts

Creating an Organisation Chart From Scratch
Adding Multiple Shapes
Changing a Position Type
Changing the Layout of Shapes
Changing the Spacing of Shapes
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Creating a Custom Shape and Stencil
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Synchronising Subordinates
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Challenge Exercise

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Challenge Exercise

Cross Functional Flowcharts

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Creating a Cross Functional Flowchart
Adding Swimlanes
Adding Swimlane Labels
Adding Phases
Adding Shapes
Adjusting Swimlanes and Phases
Formatting Cross Functional Charts
Challenge Exercise



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