

Microsoft Visio is a diagramming and vector graphics application which is part of the Microsoft Office suite. This program can be used to create simple or complex diagrams. With the use of the built-in shapes, objects, and stencils, you can build organizational charts, floor plans, flowcharts, network diagrams, mind maps, infographics, and more.

By viewing visual representations, the human brain can rapidly perceive patterns and trends. Visual diagrams are an essential part of communication in today's workplace. Microsoft Visio's innovative solution will help you create professional-looking diagrams for effective decision-making, data visualization, and to help increase productivity in your organization!

### **Lesson 1: Getting Started with Visio 2016**

- Topic A: Navigate the Visio Environment
- Topic B: Create a Basic Drawing
- Topic C: Use the Help System

### **Lesson 2: Creating a Workflow Diagram**

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

### **Lesson 3: Creating an Organization Chart**

- Topic A: Create a Basic Organization Chart
- Topic B: Do More with Organization Charts

### **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: Modify a Cross-Functional Flowchart

### **Lesson 6: Creating a Network Diagram**

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

### **Lesson 7: Styling a Diagram**

- Topic A: Work with Shape and Connector Styles
- Topic B: Work with Themes and Variants
- Topic C: Work with Containers