



www.compvisions.com  
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# Computer Visions Course Outline

## Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

## Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

## Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

## Consulting Solutions

## Visio: Basic

### 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. 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.

### Course Outline:

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

Topic A: Perform Basic Tasks in the Visio Environment

Topic B: Use Backstage Commands

Topic C: Save a File

#### Lesson 2: Working with Workflow Diagram Tools

Topic A: Use Drawing Components

Topic B: Modify a Drawing

Topic C: Insert Callouts and Groups

#### Lesson 3: Building Organization Charts

Topic A: Create an Organization Chart Manually

Topic B: Create Organization Charts by Using Starter Diagrams and the Organization Chart Wizard

Topic C: Modify an Organization Chart

#### Lesson 4: Designing a Floor Plan

Topic A: Make a Basic Floor Plan

Topic B: Model a Room Layout

#### Lesson 5: Building a Cross-Functional Flowchart

Topic A: Create a Cross-Functional Flowchart

Topic B: Format a Cross-Functional Flowchart

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

**Classroom and Computer Rentals**

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.

**Lesson 6: Designing a Network Diagram**

Topic A: Create Network Diagrams

Topic B: Use Shape Data

Topic C: Use Layers

**Lesson 7: Styling a Diagram**

Topic A: Modify Shape and Connector Styles

Topic B: Apply Themes and Variants

Topic C: Use Containers