

# Microsoft Visio 2016

## Microsoft Visio 2016

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### About this Course:

Microsoft Visio 2016 is a program used to create diagrams and drawings of all types and for all purposes. Unlike the basic diagram functions found in other Office programs, such as Word or Excel, Visio offers advanced drawing and diagram functions that can be useful for almost anyone, from home based users, to businesses, and including people such as architects and interior designers.

### Course Goals/Skills:

- use built-in smart shapes and patterns
- use Visio to organize schematic objects
- automate work in Visio using external data technology
- scale charts to the desired level of accuracy
- create simple flowcharts to describe processes
- create functional diagrams describing the processes and distribution of functional responsibilities
- create an organizational structure (including automatically)
- create a Gantt chart and carry out export-import operations with it
- create a timeline and import it from Microsoft Project
- create maps and floor plans on the right scale
- create reports based on data from chart shapes and

present reports in tabular form  
visualize figure data in the form of indicators with a legend  
Enrich your Visio shape collection with your own shapes

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## Audience:

- People who want to visualize their work in flow charts
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## Course Format:



**Online (Live) Remote**



**Attendance Course**

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**Course language :** Bulgarian (English available as an option)

**Learning materials:** in electronic format (Learning materials are in English) included in the price with unlimited access.

**Lab environment:** each student has his own lab environment where the exercises are conducted, part of the course.



## Video Archives (24/7)



## Certificate for Completed Course

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### Course Duration:

- 2 working days (09:00 – 17:00)
  - or  
16 hours training theory and practice in non-working hours lasting 2 weeks  
Saturday and Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00  
Monday and Wednesday 19:00 – 23:00  
Tuesday and Thursday 19:00 – 23:00
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### Payments :



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

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## Next Class:

Apr 14

14 April 2024 @ 10:00 - 6 May 2024 @ 14:00 EEST ~

[Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 \(4 weeks\)](#)

May 4

4 May 2024 @ 10:00 - 26 May 2024 @ 14:00 EEST ~

[Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 \(4 weeks\)](#)

May 5

5 May 2024 @ 10:00 - 27 May 2024 @ 14:00 EEST ~

[Linux Professional Institute LPIC-1 prep for 101-500 and 102-500 \(4 weeks\)](#)

May 6

6 May 2024 @ 09:00 - 8 May 2024 @ 17:00 EEST ~

[PRINCE2 – Foundation 7th Edition \(new 2023\)](#)

May 6

6 May 2024 @ 09:00 - 8 May 2024 @ 18:00 EEST ~

[CCSA- Check Point Certified Security Administrator \(CCSA\) R81.10 – Updated November 2021](#)

[View Calendar](#)

For more information, use the contact form.

We will contact you to confirm the dates.

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## **Prerequisites:**

- Office 2016 Practice