

## **Microsoft Visio 2016 – Level 1: Instructor Setup Guide**

- **General Hardware Requirements for Office Professional Plus 2016**
  - **Software Setup Notes**
  - **Classroom Data**
  - **Courseware Timing**
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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
<b>Processor</b>	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabytes (GB)
<b>Memory</b>	2.0 gigabytes (GB) RAM
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016, as well as a complete installation of Visio Professional Plus 2016.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.3 Identifying Window Components** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **F161en\_data.exe** for this course to install the class data to the **C:\F161en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
ABC Training	.vsd	Section 1.7 Working with Drawing Pages, in the exercise Working with Drawing Pages
MH Sales	.vsd	Section 1.8 Viewing Drawings, in the exercise Viewing Drawings
Class A	.vsd	Section 2.2 Drawing Shapes, in the exercise Creating a Drawing
Drawing	.vsd	Section 2.2 Drawing Shapes, in the exercise Creating a Drawing
MH Flow	.vsd	Section 2.3 Editing Shapes, in the exercise Editing Shapes
MH Format	.vsd	Section 2.4 Formatting Shapes, in the exercise Formatting Shapes
MH Logo	.vsd	Section 2.5 Arranging Shapes, in the exercise Arranging Shapes
Class Layout	.vsd	Section 2.6 Using Advanced Drawing Tools, in the exercise Working with Advanced Drawing Tools
MH Text	.vsd	Section 3.2 Working with Text and Shapes, in the exercise Working with Text and Shapes
Corp Network	.vsd	Chapter 3 Review Exercise
Connect Net	.vsd	Section 4.4 Using Glue, in the exercise Connecting Shapes in a Drawing
MH Connect	.vsd	Section 4.4 Using Glue, in the exercise Connecting Shapes in a Drawing
Payroll Connect	.vsd	Chapter 4 Review Exercise
Payroll	.vsd	Section 5.2 Setting Up Headers and Footers, in the exercise Creating a Header and Footer
ABC Background	.vsd	Section 5.3 Defining Background Pages, in the exercise Creating a Background Page
Corp Preview	.vsd	Chapter 5 Review Exercise
Sales Network	.vsd	Section 6.2 Checking Spelling, in the exercise Using Visio Tools
MH Sales Draft	.vsd	Section 6.2 Checking Spelling, in the exercise Using Visio Tools
Corp Tools	.vsd	Chapter 6 Review Exercise

The **C:\F161en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Getting Started with Visio 2016</b>	<b>90 min</b>
1.1 Understanding Visio Concepts	10 min
1.2 Getting Started	10 min
1.3 Identifying Window Components	10 min
1.4 Creating Drawings	10 min
1.5 Opening Visio Files and Graphics	10 min
1.6 Working with Stencils and Shapes	10 min
1.7 Working with Drawing Pages	10 min
1.8 Viewing Drawings	5 min
Review Exercise	10 min
<b>Creating Drawings</b>	<b>100 min</b>
2.1 Understanding Drawings	10 min
2.2 Drawing Shapes	15 min
2.3 Editing Shapes	10 min
2.4 Formatting Shapes	10 min
2.5 Arranging Shapes	15 min
2.6 Using Advanced Drawing Tools	15 min
2.7 Using Themes, Variants, and Quick Styles	15 min
Review Exercise	10 min
<b>Working with Text</b>	<b>35 min</b>
3.1 Understanding Text Basics	5 min
3.2 Working with Text and Shapes	10 min
3.3 Editing Text	5 min
3.4 Formatting Text	5 min
Review Exercise	10 min
<b>Connectors and Glue</b>	<b>90 min</b>
4.1 Using Connectors and Glue	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
4.2 Choosing a Connector Type	15 min
4.3 Choosing the Method of Connecting Shapes	15 min
4.4 Using Glue	15 min
4.5 Connecting Organization Chart Shapes	15 min
Review Exercise	15 min
<b>Previewing and Printing</b>	<b>75 min</b>
5.1 Setting Up Pages	15 min
5.2 Setting Up Headers and Footers	15 min
5.3 Defining Background Pages	15 min
5.4 Printing and Previewing	15 min
Review Exercise	15 min
<b>Visio Tools</b>	<b>30 min</b>
6.1 Searching for Shapes	10 min
6.2 Checking Spelling	10 min
Review Exercise	10 min