

Microsoft Visio – Web Version

16 Hours

Module 1: Getting Started with Visio for the Web

1. What is Visio for the Web?
2. Accessing Visio Web (Office.com)
3. Overview of the web interface
4. Canvas, zoom, shape pane, command bar
5. Understanding the Canvas, Ribbons & Panes

Module 2: Templates Available in the Web Version

1. Basic Diagram
2. Basic Flowchart
3. Cross-Functional Flowchart (Swimlane)
4. Process Diagram
5. Block Diagram
6. SDL Diagram
9. Network Diagram
10. Business Matrix (SWOT, BCG, etc.)
11. Venn, Cycle & Pyramid Diagrams

Module 3: Shapes & Stencils

1. Using web stencils (Basic, Flowchart, UML, etc.)
2. Adding shapes by drag & drop
3. Resize, rotate, align, distribute shapes
4. Formatting shapes (fill, outline, shadow)
5. Adding and formatting text inside shapes
6. Quick Shapes in the web editor

Module 4: Connectors

1. AutoConnect

2. Manual connectors
3. Connector types (straight, elbow, curved)
4. Adding text to connectors
5. Re-routing connectors (basic web-level)

Module 5: Pages & Layout

1. Adding, renaming & deleting pages
2. Page size & orientation (web options)
3. Zoom & fit to page
4. Navigating multi-page diagrams

Module 6: Formatting, Themes & Styling

1. Applying themes (web-supported)
2. Color variants
3. Quick Styles for shapes
4. Text formatting (fonts, size, alignment)
5. Page backgrounds (web options)

Module 7: Containers, Callouts & Grouping

1. Inserting containers
2. Editing container styles
3. Adding callouts
4. Grouping & ungrouping shapes

Module 8: Collaboration (Web Features Only)

1. Real-time co-authoring
2. Live cursor view
3. Adding and replying to comments
4. @mentions
5. Sharing via online links
6. Version history

Module 9: Process-Related Features (Small, Balanced Section)

1. Understanding basic process symbols (Start/End, Process, Decision)
2. Adding process steps using AutoConnect
3. Creating simple process flows using flowchart templates
4. Creating light swimlane diagrams (cross-functional diagram)
5. Adding callouts to explain business rules
6. Using containers to group related steps
7. Best practices for clean web-based process diagrams

Module 10: Data Visualizer (If License Supports)

1. Importing Excel to generate flowcharts
2. Mapping data columns to shapes
3. Refreshing diagrams with updated Excel data

Module 11: Exporting & Publishing

1. Export as PDF
2. Export as PNG/SVG
3. Printing from the browser

Module 12: Microsoft 365 Integration

1. Opening Visio files in Teams
2. Adding Visio as a tab in Teams
3. Accessing Visio through OneDrive
4. Linking diagrams in documentation (Word Online, PowerPoint Online)

Module 13: Use Cases Templates (Practical Hands-on)

1. Creating a simple process flow
2. Creating a cross-functional (swimlane) diagram
3. Creating an organizational chart
4. Creating a room layout / office layout
5. Creating a decision tree