

Microsoft Visio 2016: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	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
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	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**, and in section **10.2 Working with Hyperlinks** pertaining to **Creating Hyperlinks**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **UA_F160en_data.exe** for this course to install the class data to the **C:\UA_F160en_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.

DATA FILE	FILE TYPE	USED IN
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
Logo	.vsdx	Section 7.1 Working with Stencils, in the exercise Creating a Custom Stencil File
OWL	.bmp	Section 7.1 Working with Stencils, in the exercise Creating a Custom Stencil File
Sales	.vsdx	Section 7.3 The Document Stencil, in the exercise Using the Document Stencil to Edit Master Shapes

DATA FILE	FILE TYPE	USED IN
Layer	.vsdx	Section 8.5 Renaming Layers, in the exercise Creating and Managing Layers
Back	.vsdx	Section 9.2 Creating Background Pages, in the exercise Creating Background Pages
OWL	.png	Section 9.2 Creating Background Pages, in the exercise Creating Background Pages
Behave	.vsdx	Section 10.1 Understanding Shape Behaviours, in the exercise Investigating Shape Behaviours
DCF	.vsdx	Section 10.2 Working with Hyperlinks, in the exercise Creating Hyperlinks
Shapes	.vsdx	Section 11.2 Manipulating Shapes, in the exercise Exploring Alignment Boxes
Custom	.vsdx	Section 12.2 Viewing and Entering Custom Shape Data, in the exercise Viewing and Entering Custom Shape Data Fields
Report	.vsdx	Section 13.1 Generating Reports in Visio and Excel, in the exercise Generating an Inventory Report in Visio and Microsoft Excel
Import	.vsdx	Section 13.2 Importing Data into Shapes, in the exercise Importing Data onto Shapes
Contact	.xlsx	Section 13.2 Importing Data into Shapes, in the exercise Importing Data onto Shapes
Pivot	.xlsx	Section 13.3 Creating PivotDiagrams, in the exercise Creating and Modifying a PivotDiagram
Power	.vsdx	Section 13.4 Integrating Visio with PowerPoint, in the exercise Inserting Linked and Embedded Objects in PowerPoint 2016

The C:\UA_F160en_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 two seven-hour training sessions. 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.

CHAPTER/SECTION	ESTIMATED TIME
Getting Started with Visio 2016	90 min
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
Creating Drawings	100 min
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
Working with Text	35 min
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
Connectors and Glue	90 min
4.1 Using Connectors and Glue	15 min

CHAPTER/SECTION	ESTIMATED TIME
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
Previewing and Printing	75 min
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
Visio Tools	30 min
6.1 Searching for Shapes	10 min
6.2 Checking Spelling	10 min
Review Exercise	10 min
End of Day One	
Stencils and Templates	60 min
1.1 Working with Stencils	15 min
1.2 Managing Master Shapes	15 min
1.3 The Document Stencil	15 min
1.4 Working with Templates	15 min
Layers	75 min
2.1 Overview	15 min
2.2 Creating Layers	15 min
2.3 Assigning Shapes to Layers	15 min
2.4 Removing Layers	15 min
2.5 Renaming Layers	15 min
Background Pages	70 min
3.1 Overview	10 min
3.2 Creating Background Pages	20 min
3.3 Assigning Background Pages	20 min

CHAPTER/SECTION	ESTIMATED TIME
3.4 Editing and Deleting Background Pages	20 min
Shape Behaviour	45 min
4.1 Understanding Shape Behaviours	15 min
4.2 Working with Hyperlinks	15 min
4.3 Protecting Shapes	15 min
Shape Operations	35 min
5.1 Overview	15 min
5.2 Manipulating Shapes	20 min
Custom Fields	80 min
6.1 Overview	10 min
6.2 Viewing and Entering Custom Shape Data	15 min
6.3 Creating Custom Fields	15 min
6.4 Using the Document Stencil to Define Custom Fields	15 min
6.5 Using Master Shapes to Define Custom Fields	15 min
6.6 Editing Custom Fields in the ShapeSheet	10 min
Supplementary Topics	90 min
7.1 Generating Reports in Visio and Excel	15 min
7.2 Importing Data onto Shapes	20 min
7.3 Creating PivotDiagrams	20 min
7.4 Integrating Visio with PowerPoint	20 min
7.5 Document Protection	15 min
End of Day Two	