

## **EET-105 Visio 2016 Ladder Diagram Assignment**

The purpose of this exercise is to give you a bit of exposure to Microsoft Visio 2016.

This assignment is due on or before 4:00 p.m. on October 31, 2019.

- 1.) Turn on your computer in 20/M118 and login with your username & password.
- 2.) Once you get the Windows screen, click on the “Start” logo on the bottom left corner.
- 3.) Select “All Program”, find “Visio 2016” and open it.
- 4.) Find the “Engineering” option in the category list.
- 5.) Select “Basic Electrical” and start a new drawing (select “Blank”).
- 6.) You should now have a screen divided into 3 key areas. The “Ribbon” across the top with the Visio commands and shortcuts. The “Drawing” on the right side below the ribbon, and the “Shapes” menu to the left of the drawing.
- 7.) From the “Shapes” menu, click on:  
  
    “More Shapes” > “Engineering” > “Electrical Engineering” > “Switches and Relays”  
  
    This should give you all of the shapes you need to complete your drawing.
- 8.) Try to recreate the Ladder Diagram on the back side of this document. Make sure you include the title block in the upper right hand corner with YOUR NAME and the CURRENT DATE. You should try to be as accurate as possible, but don’t worry if things are not perfect.

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EET-105  
Visio 2016 Ladder Diagram Assignment  
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