Microsoft® Visio® 2016: Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft® Visio® stands out among similar applications because of its unique ability to draw a wide variety of diagrams, flowcharts, workflows, and organization structures—anything that can be represented by shapes connected by lines. Most importantly, these shapes can be rearranged, and the corresponding lines remain intact. Microsoft® Visio® is well integrated with other members of the Office family as well as Microsoft's cloud-based services. This greatly enriches the sharing and publishing of Visio® drawings. In this course, participants will learn about more advanced features—making participants more efficient and effective Visio® users.

Target Audience

This course is intended for:

- Graphic Designer, Subject Matter Specialist, or Other Knowledge Worker who needs to use Microsoft® Visio® to create complex graphics and illustrations (such as floor plans, custom maps, and scientific illustrations) that may be linked to external data sources and may be inserted into other Microsoft® Office files.

Prerequisites

To attend this course, candidates must have:

- Completed Microsoft® Visio® 2016: Part 1 course or have the equivalent knowledge and skills.
- Microsoft® Excel®, Access®, and/or Project knowledge or completed the Level 1 course for each software.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Examine advanced features to make you more efficient and effective.
- Design advanced plans and diagrams.
- Enhance the look of drawings.

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Course Objectives *Continued*

- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.
- Use diagram standards (optional).

Course Topics

Module 1: Designing Advanced Plans and Diagrams

- Create a Microsoft® Account and Log in to Visio®
- Build Advanced Plans
- Build Advanced Diagrams

Module 2: Enhancing the Look of Drawings

- Use 3-D Shapes
- Work with Shape Styles
- Define Shape Styles
- Apply Backgrounds, Borders, and Titles

Module 3: Working with Custom Shapes, Stencils, and Templates

- Create Simple Custom Shapes
- Create Custom Stencils
- Create Custom Templates

Module 4: Connecting Drawings to External Data

- Make an Organization Chart from an Excel® Spreadsheet
- Generate a Pivot Diagram from an Excel® Spreadsheet
- Create a Gantt Chart from a Project File
- Create a Timeline from a Project File

- Connect a Map to an Access® Database

Module 5: Leveraging Development Tools

- Create Macros
- Modify Shape Sheets
- Build Advanced Shapes

Module 6: Sharing Drawings

- Save and Share Drawings with OneDrive®
- Review Drawings
- Insert Drawings into Other Office Files
- Export Drawings
- Print Drawings

Appendix A: Using Diagram Standards

ACTIVITIES INCLUDED

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