



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
*"Training You Can Really Use"*

# Microsoft® Visio® 2021 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. In Microsoft® Visio® 2021: Part 1, you learned the basic skills needed to create and modify various Visio drawings. In this course, participants will learn about more advanced features—making them more efficient and effective Visio users. They will learn to create complex graphics and illustrations such as floor plans, custom maps, and scientific illustrations. They will also learn to link these illustrations to external data sources and insert them into other Microsoft Office files.

## Target Audience

This course is intended for:

- Graphic designers, subject matter specialists, or other knowledge workers, with basic Microsoft Visio skills, who need to create complex graphics and 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 the following courses or have the equivalent knowledge and experience:

- Microsoft® Excel® for Office 365 (Desktop or Online): Part 1
- Microsoft® Access® for Office 365: Part 1
- Microsoft® Project 2021: Part 1



**Microsoft** Partner

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## Course Objectives

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

- Design advanced plans and diagrams.
- Enhance the look of drawings.
- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.

## Course Topics

### Module 1: Designing Advanced Plans and Diagrams

- 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: Creating 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 ShapeSheets
- 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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