

Microsoft Visio 2016/2013/2010

Level 2

Course Overview

In this 1-day course, you will learn the more advanced features of Visio, making you a more efficient and effective Visio user. You will learn how to enhance the look of drawings. You will learn how to create shapes, stencils, and templates. You will also learn how to connect drawings to external data (Excel, Project, and Access), how to leverage development tools (macros, ShapeSheets, and advanced shapes), and how to share drawings. Prerequisite course: Visio Level 1 or equivalent experience.

Visio Course Series:



Course Topics

Enhancing the Look of Drawings

- Create a Microsoft Account and Sign in to Visio
- Work with Shape Styles
- Use 3D Shapes
- Apply Backgrounds, Borders, and Titles
- Define Shape Styles

Creating Shapes, Stencils, and Templates

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

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

Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

Sharing Drawings

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