Visio Professional 2016 – Level 2

Duration: **1 day**

Overview:

In this course, students will learn about more advanced features – making students more efficient and effective Visio Users.

Target Audience:

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2013 skills.

Pre-requisites:

Before attending this course, students must have: Visio Professional 2016 – Level 1 or have equivalent knowledge.

At Course completion:

Upon successful course completion of this course, students will be able to:
- Enhance the look of drawings
- Apply backgrounds, borders and titles
- Create shapes, stencils and templates
- Connect drawings to external data
- Leveraging development tools
- Build advanced shapes
- Insert drawings into other office files
- Save and share drawings with OneDrive
- Print Drawings

Module 1: Designing Advanced Plans and Diagrams

- Create a Microsoft Account and Log into 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 organisation 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