

Visio 2016: Part 2

Overview

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

Prerequisites

- Visio 2016: Part 1

Prerequisite Comments

To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio.

Target Audience

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2016 skills (such as creating basic workflows and other diagrams) who needs to use 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.

Course Objectives

In this course, you will examine advanced features to make you more efficient and effective. You will:

- 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.
- Use diagram standards (optional).

Course Outline

1 - Designing Advanced Plans & Diagrams

- Topic A: Create a Microsoft Account and Log Into Visio
- Topic B: Build Advanced Plans
- Topic C: Build Advanced Diagrams

2 - Enhancing the Look of Drawings

Topic A: Use 3-D Shapes

Topic B: Work with Shape Styles

Topic C: Define Shape Styles

Topic D: Apply Backgrounds, Borders, and Titles

3 - Working with Custom Shapes, Stencils, & Templates

Topic A: Create Simple Custom Shapes

Topic B: Create Custom Stencils

Topic C: Create Custom Templates

4 - Connecting Drawings to External Data

Topic A: Make an Organization Chart from an Excel Spreadsheet

Topic B: Generate a Pivot Diagram from an Excel Spreadsheet

Topic C: Create a Gantt Chart from a Project File

Topic D: Create a Timeline from a Project File

Topic E: Connect a Map to an Access Database

5 - Leveraging Development Tools

Topic A: Create Macros

Topic B: Modify ShapeSheets

Topic C: Build Advanced Shapes

6 - Sharing Drawings

Topic A: Save and Share Drawings with OneDrive

Topic B: Review Drawings

Topic C: Insert Drawings Into Other Office Files

Topic D: Export Drawings

Topic E: Print Drawings

Related Courses, Certifications, Exams

- Visio 2016: Part 1
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