



## Visio 2013 Level 2

Course VIS13-2 One Day Instructor-Led, Hands-On

### Introduction

This is a one day instructor-led course. 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 with corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft Office applications have been added. Today, 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.

### At Course Completion

After completing this course, students will be able to:

- Enhance the look of drawings.
- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.
- Use diagram standards

### Prerequisites

To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio. You can obtain this level of knowledge and skills by taking the following course: Visio 2013 Professional Level 1, Course VIS13-1

### Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



## Course Outline

### Module 1: 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

### Module 2: Creating Shapes, Stencils, and Templates

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

### Module 3: 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 4: Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

### Module 5: 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