



Visio 2016 Level 2

Course VIS16-2 One Day Instructor-Led, Hands-On

Introduction

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.

During this one day, instructor-led course, you will learn about more advanced features, making you a more efficient and effective Visio user

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.

At Course Completion

After completing this course, students 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
- 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 2016 Level 1, Course VIS16-1

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



Course Materials

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

Course Outline

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
- 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 organization chart from an Excel spreadsheet
- Generate a pivot diagram from an Excel spreadsheet
- Create Gantt chart from a Project files
- Connect a map to an Access database

Module 5: Leveraging Development Tools

- Create macros
- Modify shape sheets
- 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

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