



Microsoft Visio 2013-2016 Level 2

Course VIS-02B 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 2013 or 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 VIS-01B

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: Home Plan Layouts

- Create a home plan
- Work with the drawing scale
- Add rooms, walls, door and windows
- Add furniture
- Create, hide and lock Layers

Module 2: Network Diagrams

- Creating a network diagram
- Adding data to shapes
- Customizing data fields on shapes

Module 3: 3D Workflows

- Building a 3D project workflow diagram
- Adding workflow shapes and arrows
- Formatting workflow objects
- Working with shape styles
- Saving a custom style

Module 4: Custom Shapes, Stencils and Templates

- Create a simple custom shape and shape master
- Create a custom stencil
- Create a custom template

Module 5: Working with External Data

- Create an Org Chart from an Excel spreadsheet
- Create a pivot diagram from Excel
- Import a Gantt Chart from Project
- Import a timeline from Project
- Connect a map to an Access database

Module 6: Advanced Shapes and Shape Sheets

- Save and share drawings with OneDrive
- Using Shape sheets

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- Building complex shapes

Module 7: Inserting and Exporting Diagrams

Using paste special

Exporting as a raster graphic

Exporting as a vector graphic

Exporting as a PDF