



# Microsoft Visio 2019/365 Level 2

Course VIS-02

1 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 2019 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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

## 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: VIS-01.

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: Drawing Tools**

- Create Simple Shapes
- Building Complex Shapes

### **Module 5: Custom Shapes, Stencils and Templates**

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

### **Module 6: Working with External Data**

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

### **Module 7: Shape Sheets**

- Using Shap sheets

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## **Module 8: Inserting and Exporting Diagrams**

- Using paste special
- Exporting as a raster graphic
- Exporting as a vector graphic
- Exporting as a PDF