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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Visio 2013: Part 2 Advanced (Visio2013-Adv)



About the course:

Due to the unique ability to develop a large variety of workflows, flowcharts, organizational structures, and diagrams MS Visio stands out among similar programs. Most specifically, it is possible to rearrange such shapes and keep the corresponding lines intact. Over the years, MS Visio has enhanced with the addition of features popular to MS Office apps. Currently, Visio is very well aligned with other Office family members, and also cloud-based services offered by Microsoft. It significantly enhances the publishing and sharing of Visio drawings.

Course Objectives:

- How to create templates, stencils, and shapes.
- Improve the look of drawings.
- Share drawings
- Link drawings with external data
- Benefit development tools
- Utilize diagram standards

Audience:

This online training course is designed for subject matter professional, graphic designer, or other knowledge worker having the fundamental knowledge of MS Visio 2013 (like designing workflows and other diagrams) Who wants to utilize MS Visio to make complex diagrams and graphs (like scientific illustrations, customs maps, and floor plans) that can be connected to external data repositories and may be embedded in other MS Office files.

Prerequisites:

You must have the capacity to create simple workflows and other common types of diagrams in Visio to ensure your progress in that course. This degree of skills and knowledge can be gained by completing the following course: MS Visio 2013: Part 1.

Course Outline:

Lesson 1: Enhancing the Look of Drawings

Topic A: Create a Microsoft Account and Sign in to Visio

Topic B: Work with Shape Styles

Topic C: Use 3D Shapes

Topic D: Apply Backgrounds, Borders, and Titles

Topic E: Define Shape Styles

Lesson 2: Creating Shapes, Stencils, and Templates

Topic A: Create Simple Custom Shapes

Topic B: Create Custom Stencils

Topic C: Create Custom Templates

Lesson 3: 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

Lesson 4: Leveraging Development Tools

Topic A: Create Macros

Topic B: Modify ShapeSheets

Topic C: Build Advanced Shapes

Lesson 5: 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