

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

**Modality:** Virtual Classroom

**Duration:** 1 Day

### **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

