

Microsoft® Visio® 2016: Part 2

Course Specifications

Course Number: ELK91-072_rev1.0

Course Length: 1 day

Course Description

Overview: 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.

In Microsoft® Visio® 2016: Part 1, you learned the basic skills needed to create and modify various Visio drawings. In Microsoft® Visio® 2016: Part 2, you will learn about more advanced features—making you a more efficient and effective Visio user.

Course Objective: In this course, you will examine advanced features to make you more efficient and effective.

You will:

- 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 (optional).

Target Student: 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.

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 Logical Operations course:

- Microsoft® Visio® 2016: Part 1

This course includes activities that involve using software such as Excel, Access, and Project. While the listed courses are not mandatory, you can still benefit by taking the following Logical Operations courses to gain an understanding of the basics of the software used with Visio in this course:

- Microsoft® Excel® 2016: Part 1
- Microsoft® Access® 2016: Part 1
- Microsoft® Project 2016: Part 1

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor with SSE2 instruction set
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 3 GB of available hard disk space
- Keyboard and mouse (or other pointing device)
- DirectX 10 graphics card (1,280 × 800 resolution monitor recommended) for graphics hardware acceleration
- DVD-ROM drive (if installing any software from a DVD-ROM)
- Network cards and cabling for local network access
- Internet access with no password required (through Wi-Fi, cabled Ethernet, or mobile broadband)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Windows® 10
- Microsoft® Visio® Professional 2016
- Microsoft® Office Professional 2016
- Microsoft® Project Professional 2016
- Adobe® Reader® (latest version)

Course Content

Lesson 1: Designing Advanced Plans and Diagrams

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

Topic B: Build Advanced Plans

Topic C: Build Advanced Diagrams

Lesson 2: Enhancing the Look of Drawings

Topic A: Use 3-D Shapes

Topic B: Work with Shape Styles

Topic C: Define Shape Styles

Topic D: Apply Backgrounds, Borders, and Titles

Lesson 3: Working with Custom Shapes, Stencils, and Templates

Topic A: Create Simple Custom Shapes

Topic B: Create Custom Stencils

Topic C: Create Custom Templates

Lesson 4: 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 5: Leveraging Development Tools

Topic A: Create Macros

Topic B: Modify ShapeSheets

Topic C: Build Advanced Shapes

Lesson 6: 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

Appendix A: Using Diagram Standards