COURSE SYLLABUS

Microsoft Visio Level II

Teaches you how to create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/microsoft-visio-level-2-2016-private-training



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Course Outline

Lesson 1: Designing Advanced Plans and Diagrams

- Topic A: Create a Microsoft Account and Log Into 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