



Microsoft Visio 2016 Advanced

Overview: In this course, students will learn how to use the advanced features of Microsoft Visio 2016, including designing advanced plans and diagrams, enhancing the look of drawings, creating shapes, stencils and templates, and leveraging development tools.

Prerequisites: To ensure your success in this course, students should have the ability to create basic workflows and other common diagram types in Visio.

Course Length: One Day

Course Content

Lesson 1: Designing Advanced Plans and Diagrams

- Create a Microsoft Account and Log in to Visio
- Build Advanced Plans
- Build Advanced Diagrams

Lesson 2: Enhancing the Look of Drawings

- Use 3-D Shapes
- Work with Shape Styles
- Define Shape Styles
- Apply Backgrounds, Borders, and Titles

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

- Create Simple Custom Shapes
- Create Custom Stencils
- Create Custom Templates

Lesson 4: Connecting Drawings to External Data

- Make an Organization Chart from an Excel Spreadsheet
- Generate a Pivot Diagram from an Excel Spreadsheet
- Create a Gantt Chart from a Project File
- Create a Timeline from a Project File
- Connect a Map to an Access Database

Lesson 5: Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

Lesson 6: Sharing Drawings

- Save and Share Drawings with OneDrive
- Review Drawings
- Insert Drawings into Other Office Files
- Export Drawings
- Print Drawings