

COURSE OVERVIEW

Course Name:
Microsoft Visio 2019:
Level 2

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160
sales@impactful.co.za

Cape Town:

3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000
sales@impactful.co.za

COURSE 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.

COURSE OBJECTIVES

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.

COURSE OUTLINE

Lesson 1: Designing Advanced Plans and Diagrams

Topic A: Build Advanced Plans

Topic B: 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: Creating 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 PivotDiagram 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