



Microsoft Visio 2

Course Description

The target student for this course is a graphic designer, subject matter specialist, or another knowledge worker with basic Microsoft Visio skills who needs to use Visio to create complex graphics and illustrations that may be linked to external data sources and may be inserted into other Microsoft Office files.

Learning Objectives

- 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).

Designing Advanced Plans and Diagrams

- Build Advanced Plans
 - Site Plans
 - Home Plans
 - Map and Floor Plan Templates
 - Dimensioning Stencil
- Build Advanced Diagrams
 - Electrical Diagrams
 - Piping and Instrumentation Diagrams
 - Engineering Templates

Enhancing the Look of Drawings

- Use 3-D Shapes
 - 2-D vs. 3-D Shapes
 - 3-D Templates
 - 3-D Stencils
 - 3-D Format
 - 3-D Rotation
- Work with Shape Styles
 - Shape Quick Styles
 - Theme Options
 - Fill
 - Line
 - Effects
- Define Shape Styles
 - Reasons to Define a Style
 - The Define Styles and Styles Commands
 - The Define Styles Dialog Box
 - Reuse of Custom Styles
- Apply Backgrounds, Borders and Titles
 - Backgrounds
 - Borders and Titles

Working with Custom Shapes, Stencils and Templates

- Create Simple Custom Shapes
 - Shapes, Stencils, and Templates
 - Master and Regular Shapes
 - Visio File Formats
 - Simple Custom Shapes
 - Vector vs. Raster Graphics
 - When to Create a Custom Shape
 - Ways to Create a Simple Custom Shape
 - The Favorites Stencil
 - Stencil States
 - Master Shape Commands
- Create Custom Stencils
 - New Stencil Commands
 - The My Shapes Folder
 - The Edit Stencil Command
 - The Stencil Properties Dialog Box
- Create Custom Templates
 - Custom Templates
 - Reasons for Creating a Custom Template

Connecting Drawings to External Data

- Make an Organization Chart from an Excel Spreadsheet
 - The Benefits of Linking to External Data
 - Data Types that Can Be Linked
 - The Quick Import Feature
 - The Organization Chart Wizard Template
 - Excel Spreadsheet Columns
 - Virtual Team Relationships
 - The Compare Organization Data Feature
- Generate a Pivot Diagram from an Excel Spreadsheet
 - The Pivot Diagram Template
 - The Data Selector Tool
 - The Pivot Diagram Tab
 - The Pivot Diagram Window
- Create a Gantt Chart from a Project File
 - The Gantt Chart Template
 - Gantt Chart Options
 - The Import Project Data Wizard
 - The Gantt Chart Tab
- Create a Timeline from a Project File
 - The Timeline Template
 - The Timeline Tab
 - The Import Timeline Wizard
- Connect a Map to an Access Database
 - The Data Tab
 - The Automatically Link Data Tool
 - The Data Selector Tool
 - The Shape Data Window
 - The External Data Window
 - Advanced Data Graphics
 - Legend Options

Leveraging Development Tools

- Create Macros
 - The Developer Tab
 - Macros
 - Macro Commands
 - Visual Basic for Applications
 - Macro Security
 - Macros and Visio File Formats
- Modify ShapeSheets
 - ShapeSheets
 - Types of ShapeSheets
 - ShapeSheet Tools
- Build Advanced Shapes
 - Drawing Tools
 - Shape Operations
 - Shape Groups
 - Shape Names
 - Shape Behaviors
 - Shape Protection

Sharing Drawings

- Save and Share Drawings with OneDrive
 - Options for Sharing Drawings in OneDrive
 - Visio and Visio Viewer
- Review Drawings
 - Comments and Replies
 - The Comments Pane
- Insert Drawings into Other Office Files
- Export Drawings
 - The Export Screen on the Backstage
 - PDF and XPS
 - The AutoCAD Drawing Format
 - Web Page Publication
- Print Drawings
 - The Print Screen on the Backstage
 - The Page Setup Dialog Box
 - The Header and Footer Dialog Box