MICROSOFT VISIO 2019 - LEVEL 2

Course Code: 101129

Microsoft Visio 2019 Level 2

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.

What You'll Learn

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

- Students 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)

Who Needs to Attend

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2019, O365 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 course:

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CLASSROOM LIVE	$390 CAD	1 Day

Classroom Live Outline

Designing Advanced Plans and Diagrams

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

Enhancing the Look of Drawings

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

Working with Custom Shapes, Stencils, and Templates

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

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

Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

Sharing Drawings

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

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VIRTUAL CLASSROOM LIVE	$390 CAD	1 Day

Virtual Classroom Live Outline

Designing Advanced Plans and Diagrams

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

Enhancing the Look of Drawings

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

Working with Custom Shapes, Stencils, and Templates

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

Connecting Drawings to External Data

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

Leveraging Development Tools

- Create Macros
- Modify ShapeSheets
- Build Advanced Shapes

Sharing Drawings

- Save and Share Drawings with OneDrive
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- Export Drawings
- Print Drawings

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PRIVATE GROUP TRAINING	1 Day

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