

MICROSOFT VISIO 2016: PART 2

Course Code: 821490

By the end of this course, users should be comfortable with enhancing the look of drawings, creating custom shapes, custom stencils, and templates; connect drawings to external data, leverage development tools, and share drawings with others.

This new version of Visio now has a set of pre-crafted starter diagrams that allow you to quickly create diagrams in 15 of the most popular categories. Other new features include built-in Tell Me support, an expanded selection of shapes, quick import capability, and an expanded suite of collaboration features.

This course is intended to help all user familiar with Microsoft Visio to get up to speed quickly with Visio 2016's more advanced features. We will cover different features of the interface, show users how to print, cover some common usage scenarios, provide instructions to connect drawings to outside resources, and cover the some of the more advanced formatting options found in this latest edition of Microsoft Visio.

What You'll Learn

- Enhancing the Look of Drawings
- Creating Shapes, Stencils, and Templates
- Connecting Drawings to External Data
- Leveraging Development Tools
- Sharing Drawings

Who Needs to Attend

This course is intended to help all user familiar with Microsoft Visio to get up to speed quickly with Visio 2016's more advanced features.

Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Windows 10 Start menu. Understanding and experience with the basic operation of Microsoft Visio 2016 is strongly recommended. Students should be able to interact with the Visio 2016 interface, create drawings, and modify their basic components.

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CLASSROOM LIVE

\$295 USD

1 Day

Classroom Live Outline

Lesson 1: Enhancing the Look of Drawings

- Topic A: Work with Shape Styles
- Topic B: Use 3D Shapes
- Topic C: Apply Backgrounds, Borders, and Titles

Lesson 2: Creating Shapes, Stencils, and Templates

- Topic A: Create Custom Stencils
- Topic B: Create Simple Custom Shapes
- Topic C: Create Master Shapes
- Topic D: Create Custom Templates

Lesson 3: Connecting Drawings to External Data

- Topic A: Generate a Pivot Diagram from an Excel Spreadsheet
- Topic B: Create a Chart from a Project File
- Topic C: Create a Timeline from a Project File
- Topic D: Connect to an Access Database

Lesson 4: Leveraging Development Tools

- Topic A: Create Macros
- Topic B: Modify Shape Sheets
- Topic C: Use Advanced Shape Tools

Lesson 5: 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

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VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

Virtual Classroom Live Outline

Lesson 1: Enhancing the Look of Drawings

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- Topic B: Use 3D Shapes
- Topic C: Apply Backgrounds, Borders, and Titles

Lesson 2: Creating Shapes, Stencils, and Templates

- Topic A: Create Custom Stencils
- Topic B: Create Simple Custom Shapes
- Topic C: Create Master Shapes
- Topic D: Create Custom Templates

Lesson 3: Connecting Drawings to External Data

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May 23 - 23, 2025 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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