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MICROSOFT VISIO 2016 ADVANCED TRAINING - ONLINE INSTRUCTOR-LED TRAINING

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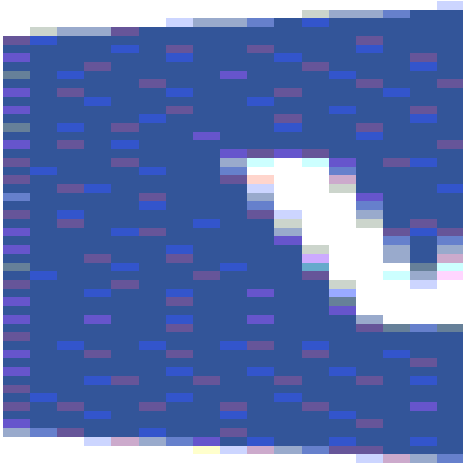

COURSE LENGTH: 1.0 DAYS

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

The PD Training Microsoft Visio 2016 Advanced Course is designed for participants who wish to enhance their current knowledge in Visio effectively. This course provides basic to advanced features of Microsoft Visio. Participants will learn how to create 3d shapes, generate pivot diagram into excel as well as creating Macros and more.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

**Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT VISIO 2016 ADVANCED TRAINING - ONLINE INSTRUCTOR-LED TRAINING COURSE OUTLINE

FOREWORD

This course is broken up into five lessons. Each lesson focuses on several key topics, each of which is broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete.

At the end of each lesson, we will summarise what has been covered and provide a few review questions for you to answer.

OUTCOMES

After completing this course, participants will have learned to:

- Create custom and 3d shapes
- Apply backgrounds, borders, and titles
- Custom stencils and templates
- Connect drawings to external data
- Leverage development tools
- Share drawings with others

MODULES

Lesson 1: Enhancing the Look of Drawings

- TOPIC A: Work with Shape Styles
  - Quick Shapes
  - Change Fill Styles
  - Change Line Styles
  - Apply Effects
  - Activity 1-1
- TOPIC B: Use 3D Shapes
  - 2D vs. 3D Shapes
  - 3D Templates
  - 3D Stencils
  - 3D Format
  - 3D Rotation
  - Activity 1-2
- TOPIC C: Apply Backgrounds, Borders, and Titles
  - Add a Background to a Single Page
  - Create a Master Background Page

Lesson 2: Creating Shapes, Stencils, and Templates

- TOPIC A: Create Custom Stencils
  - Creating a New Stencil
  - Add Shapes to Stencils
  - Remove Shapes from Stencils
  - Save Stencils
  - The Favorites Stencil
  - Activity 2-1
- TOPIC B: Create Simple Custom Shapes
  - What are Simple Custom Shapes?
  - Vector vs. Raster Graphics
  - Creating Simple Custom Shapes
  - Activity 2-2
- TOPIC C: Create Master Shapes
  - What are Master and Regular Shapes?
  - Stencil States
  - Master Shapes Commands

- Apply a Master Background Page to Other Pages
- Edit a Master Background Page
- Remove a Master Background Page
- Activity 1-3

- Create a Master Shape from Scratch
- Activity 2-3

- TOPIC D: Create Custom Templates
  - What are Custom Templates?
  - When to Create a Custom Template
  - Create a New Template
  - Using a Custom Template
  - Activity 2-4

Lesson 3: Connecting Drawings to External Data

- TOPIC A: Generate a Pivot Diagram from an Excel Spreadsheet
  - What are PivotDiagrams?
  - The Pivot Diagram Template
  - The Data Selector Tool
  - The PivotDiagram Tab
  - The PivotDiagram Task Pane
  - Create a PivotDiagram from an Excel Spreadsheet
  - Activity 3-1
- TOPIC B: Create a Chart from a Project File
  - Microsoft Project1
  - Gantt Charts
  - Use the Gantt Chart Template
  - Gantt Chart Options
  - The Import Project Data Wizard
  - About the Gantt Chart Tab
  - Create a Gantt Chart from a Project File
  - Activity 3-2
- TOPIC C: Create a Timeline from a Project File
  - What are Microsoft Project Timelines?
  - Using the Timeline Template
  - About the Timeline Tab
  - Using the Import Timeline Wizard
  - Activity 3-3
- TOPIC D: Connect to an Access Database
  - What is Microsoft Access?
  - The Data Tab
  - Automatically Linking Excel Data
  - The Shape Data Window
  - The External Data Window
  - Change Legend Options

Lesson 4: Leveraging Development Tools

- TOPIC A: Create Macros
  - The Developer Tab
  - What are Macros?
  - Macro Security
  - The Record Macro Dialog Box
  - Macros and Visio File Formats
  - How to Create Macros
  - Activity 4-1
- TOPIC B: Modify ShapeSheets
  - What are ShapeSheets?
  - Types of ShapeSheets
  - The ShapeSheet Tools – Design Tab
  - Work with ShapeSheets
  - Activity 4-2
- TOPIC C: Use Advanced Shape Tools
  - Drawing Tools
  - Shape Operations
  - Shape Names
  - Shape Behaviors
  - Shape Protection
  - Activity 4-3

Lesson 5: Sharing Drawings

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- TOPIC A: Save and Share Drawings with OneDrive
    - What is Microsoft OneDrive?
    - Share Drawings with OneDrive
    - Activity 5-1
- TOPIC B: Review Drawings
    - Using the Comments Pane
    - Adding and Editing Comments
    - Deleting Comments
    - Marking up a Diagram with Ink
    - Activity 5-2
- TOPIC C: Insert Drawings into Other Office Files
    - Use Copy and Paste
    - Insert Object Options
    - Activity 5-3
- TOPIC D: Export Drawings
    - Publish PDF and XPS
    - Graphic File Types
    - The AutoCAD Drawing Format
    - Web Page
    - Activity 5-4
- TOPIC E: Print Drawings
    - Using the Print Screen
    - The Page Setup Dialog Box
    - The Header & Footer Dialog Box
    - Activity 5-5

WEB LINKS

- View this course online
- In-house Training Instant Quote