

# Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

## Microsoft Visio 2013 (Level 2)

### Course Overview

Microsoft Office Visio Professional 2013 (Level 2) is the second course in the Microsoft Visio 2013 series. In Microsoft Office Visio Professional 2013 (Level 1), you used the various templates to design and manage workflows along with flowcharts.

This course will build upon the knowledge gained, and enable you to work with many advanced features, including:

- Using the drawing tools.
- Creating and working with custom stencils and templates.
- Sharing Visio drawings with other applications.

### Target Audience

This course is designed for individuals who understand basic workflow and the concept of end-to-end flowcharting.

### Prerequisites

Delegates should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended).

Delegates should be comfortable in the Windows environment and be able to use Windows to manage information on their computers.

Specifically, delegates should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders.

Apart from these, the user should be familiar with Microsoft Office Visio Professional 2013 (Level 1). Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

### Duration

- 1 Day



## Course Outline

### Module 1: Enhancing the look of drawings

- Create a Microsoft account and sign into Visio.
- Work with shape styles.
- Use 3D shapes.
- Apply backgrounds, borders and titles.
- Define shape styles.

### Module 2: Creating shapes, stencils, and templates

- Create simple custom shapes.
- Create custom stencils.
- Create custom templates.

### Module 3: Connecting drawings to external data

- Make an organization chart from an Excel spreadsheet.
- Create a pivot table from Excel.
- Create a Gantt chart from a project file (project must be installed).
- Create a timeline from a Project file.
- Connect a map to an access database.

### Module 4: Leveraging development tools

- Create macros.
- Modify shape sheets.
- Build advanced shapes.

### Module 5: Sharing drawings

- Save and share drawings with OneDrive.
- Review drawings.
- Insert drawings into other Office files.
- Export drawings.
- Print drawings.