

Gearing You For Growth

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

Microsoft Visio (Level 2)

Course Overview

This is the second part of our Visio training courseware and it builds upon the skills your delegates will have developed in (Level 1). In this course, your delegates will learn about: the different features of the interface, how to print, and some common usage scenarios. They will also learn how to connect drawings to outside resources and cover the some of the more advanced formatting options found in this latest edition of Microsoft Visio.

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 (Level 1). Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Duration

- 1 Day



Course Outline

Enhancing the Look of Drawings

Your delegates have learned how to make drawings and now they are going to learn how to add some pizzazz to them in this first lesson. They will be shown how to work with shape styles, how to use 3D shapes, and then learn how to apply backgrounds, borders, and titles.

Creating Shapes, Stencils, and Templates

This lesson takes a meat-and-potatoes approach to working with Visio, in that it shows how to create components from the ground up. Discussed in this lesson is how to create: custom stencils, simple custom shapes, master shapes, and custom templates.

Connecting Drawings to External Data

One of the benefits of working with the Microsoft Office suite is the compatibility between programs. This lesson seizes on that usability by looking at how to generate a pivot diagram from an Excel spreadsheet, how to create a chart and a timeline from a Project file, and how to connect to an Access database.

Leveraging Development Tools

Learners will be introduced and shown how to use several development tools in this lesson. They include macros, Shape Sheets, and advanced shape tools.

Sharing Drawings

The course concludes with a look at how to share your drawings. The lesson talks about OneDrive, how to review drawings and insert them into other Office files, how to export drawings, and print drawings.