



MICROSOFT VISIO

ADVANCED

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 while corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft® Office applications have been added.

COURSE CONTENT

Enhancing the Look of Drawings

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

Creating 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 Shape Sheets
- Build Advanced Shapes

Sharing Drawings

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



- Export Drawings
- Print Drawings