PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Visio 2016 Advanced Training

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1.0 DAY COURSE

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 a more suite of collaboration features.

The PD Training Microsoft Visio 2016 Introduction Training Course helps all basic users get up to speed quickly with Microsoft Visio. This will cover different features of the interface, show users how to find help, explore some simple scenarios, and cover the basics of how to create diagrams.

Microsoft Visio 2016 Introduction Training Course is available now throughout Hong Kong, including Central.

What You'll Gain:

This course is broken up into seven 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.

Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

Outcomes

After completing this course, participants will have learned to:

- Create Simple and Workflow diagrams on a day-to-day basis
- Create Organisation Charts and Floorplans, Cross-functional Flowcharts, and Network Diagrams
- Work with shape and connector style
- Customise themes and variants of a page

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

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
  - 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?

Lesson 4: Leveraging Development Tools

- TOPIC A: Create Macros
  - The Developer Tab
  - What are Macros?

    - 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 5: Sharing Drawings

- TOPIC A: Save and Share Drawings with OneDrive
    - What is Microsoft OneDrive?
    - Share Drawings with OneDrive
    - 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

    - 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

Talk to our expert team

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