

## Course Outline

---

### Microsoft® Visio® 2013: Part 2



**Duration:** 1 day (6 hours)

**Learning Objectives:**

In this course, you will examine advanced features to make you more efficient and effective.

You will:

- Enhance the look of drawings.
- Create shapes, stencils, and templates.
- Connect drawings to external data.
- Leverage development tools.
- Share drawings.
- Use diagram standards (optional).

**Target Audience:**

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2013 skills (such as creating basic workflows and other diagrams) who needs to use Visio to create complex graphics and illustrations (such as floor plans, custom maps, and scientific illustrations) that may be linked to external data sources and may be inserted into other Microsoft Office files.

**Prerequisites:**

To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio. You can obtain this level of knowledge and skills by taking the following course: Microsoft® Visio® 2013: Part 1.

**Topics Covered:**

- Lesson 1: Enhancing the Look of Drawings
  - Topic A: Create a Microsoft Account and Sign in to Visio
  - Topic B: Work with Shape Styles
  - Topic C: Use 3D Shapes
  - Topic D: Apply Backgrounds, Borders, and Titles
  - Topic E: Define Shape Styles
- Lesson 2: Creating Shapes, Stencils, and Templates
  - Topic A: Create Simple Custom Shapes
  - Topic B: Create Custom Stencils
  - Topic C: Create Custom Templates

- Lesson 3: Connecting Drawings to External Data
  - Topic A: Make an Organization Chart from an Excel Spreadsheet
  - Topic B: Generate a Pivot Diagram from an Excel Spreadsheet
  - Topic C: Create a Gantt Chart from a Project File
  - Topic D: Create a Timeline from a Project File
  - Topic E: Connect a Map to an Access Database
- Lesson 4: Leveraging Development Tools
  - Topic A: Create Macros
  - Topic B: Modify ShapeSheets
  - Topic C: Build Advanced Shapes
- Lesson 5: Sharing Drawings
  - Topic A: Save and Share Drawings with OneDrive
  - Topic B: Review Drawings
  - Topic C: Insert Drawings into Other Office Files
  - Topic D: Export Drawings
  - Topic E: Print Drawings