



## Visio Professional 2013 - Part 2

In this course, students will learn about more advanced features—making students more efficient and effective Visio users.

### Prerequisites

Visio Professional 2013 - Part 1

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.

### 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.

### Course 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).

## Course Outline

### 1 - Enhancing the Look of Drawings

Create a Microsoft Account and Sign in to Visio

Work with Shape Styles

Use 3D Shapes

Apply Backgrounds, Borders, and Titles

Define Shape Styles

### 2 - Creating Shapes, Stencils, and Templates

Create Simple Custom Shapes

Create Custom Stencils

Create Custom Templates

### 3 - 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

### 4 - Leveraging Development Tools

Create Macros

Modify ShapeSheets

Build Advanced Shapes

### 5 - Sharing Drawings

Save and Share Drawings with OneDrive

Review Drawings

Insert Drawings into Other Office Files

Export Drawings

Print Drawings