

This is the second part of our Visio 2016 training courseware and it builds upon the skills you will have developed in Part 1. In this course, you will learn about: the different features of the interface, how to print, and some common usage scenarios. You will also learn how to connect drawings to outside resources, and cover some of the more advanced formatting options found in this edition of Microsoft Visio.

Prerequisite: Microsoft Visio 2016 Part 1 or an excellent working knowledge of all the topics covered in our Microsoft Visio 2016 Part 1 class.

Lesson 1: Enhancing the Look of Drawings

Topic A: Work with Shape Styles

Topic B: Use 3D Shapes

Topic C: Apply Backgrounds, Borders, and Titles

Lesson 2: Creating Shapes, Stencils, and Templates

Topic A: Create Custom Stencils

Topic B: Create Simple Custom Shapes

Topic C: Create Master Shapes

Topic D: Create Custom Templates

Lesson 3: Connecting Drawings to External Data

Topic A: Generate a Pivot Diagram from an Excel Spreadsheet

Topic B: Create a Chart from a Project File

Topic C: Create a Timeline from a Project File

Topic D: Connect to an Access Database

Lesson 4: Leveraging Development Tools

Topic A: Create Macros

Topic B: Modify ShapeSheets

Topic C: Use Advanced Shape Tools

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