New Horizons®

Visio 2019 - Part 2

Summary

Length: 8 hours Level: Experienced

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 shape can be rearranged and with corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft Office applications have been added. Today, Visio is well integrated with other members of the Office family as well as Microsoft's cloud-based services. This greatly enriches the sharing and publishing of Visio drawings. In Microsoft Visio 2019: Part 1, you learned the basic skills needed to create and modify various Visio drawings. In Microsoft Visio 2019: Part 2, you will learn about more advanced features—making you a more efficient and effective Visio user. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019. This course may earn a Credly Badge.

Learning Objectives

In this course, you will examine advanced features to make you more efficient and effective.You will:
Design advanced plans and diagrams.
Enhance the look of drawings.
Create shapes, stencils, and templates.
Connect drawings to external data.
Leverage development tools.
Share drawings.

Course Outline

1. **Designing Advanced Plans and Diagrams**

    Topic A: Build Advanced Plans
    Topic B: Build Advanced Diagrams

2. **Enhancing the Look of Drawings**

    Topic A: Use 3-D Shapes
    Topic B: Work with Shape Styles
    Topic C: Define Shape Styles
    Topic D: Apply Backgrounds, Borders, and Titles

3. **Creating Custom Shapes, Stencils, and Templates**

    Topic A: Create Simple Custom Shapes
    Topic B: Create Custom Stencils
    Topic C: Create Custom Templates

4. **Connecting Drawings to External Data**

    Topic A: Make an Organization Chart from an Excel Spreadsheet
    Topic B: Generate a PivotDiagram 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

5. **Leveraging Development Tools**

      Topic A: Create Macros
      Topic B: Modify ShapeSheets
      Topic C: Build Advanced Shapes

6.   **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

Audience

The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 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 Logical Operations course: Microsoft Visio 2019/2021: Part 1 This course includes activities that involve using software such as Excel, Access, and Project. While the listed courses are not mandatory, you can still benefit by taking the following Logical Operations courses to gain an understanding of the basics of the software used with Visio in this course: Microsoft Excel for Office 365 (Desktop or Online): Part 1 Microsoft Access for Office 365: Part 1 Microsoft Project 2019/2021: Part 1