COURSE OUTLINE

Course Code: EU-VISIO365-P2

Microsoft 365 Visio

Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Advanced	VILT/ ILT	N/A	End User

Course Overview

This is the second part of our courseware for Microsoft 365 Visio, Microsoft's diagramming application. This course is intended to help all users familiar with Microsoft Visio to get up to speed quickly with Visio 365's more advanced features. We will cover different features of the interface, show users how to print, cover some common usage scenarios, provide instructions to connect drawings to outside resources, and cover the some of the more advanced formatting options found in this latest edition of Microsoft Visio.

Topics

Enhancing the Look of Drawings
Students will learn how to work with shape styles, 3D shapes and stencils, templates, and how to work with master backgrounds.

Creating Shapes, Stencils, and Templates
This lesson shows how to create custom stencils, simple custom shapes, master shapes, and custom templates.

Connecting Drawings to External Data

Next, students will learn about the various ways to connect Visio drawings to external data sources such as Microsoft Excel worksheets, Microsoft Project files, and Microsoft Access databases.

Leveraging Development Tools

Learners will be introduced and shown how to use several development tools in this lesson, including macros, ShapeSheets, and advanced shape tools.

Sharing Drawings

The course concludes with a look at how to share drawings. The lesson talks about OneDrive, how to review drawings and insert them into other Microsoft Office applications, how to export drawings, and print drawings.

Securing System Data

Ways that you can secure your system, the concept of File History and how to enable it, and various system recovery methods are covered in this lesson, as well as checking for Windows updates and using Windows Security to keep your PC safe.

Configuring System Settings

In this final lesson, we will take a closer look at viewing system information, using the Task Manager, optimizing power consumption, and troubleshooting problems.