# Microsoft® Visio 2013: Level 2

**Training Course Content**

**Course Objective:** Students will design advanced plans and diagrams, enhance the look of drawings by creating shapes, stencils and templates. You will be able to share your drawings and connect drawings to external data.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Visio 2013 Level 1 skills like creating basic workflows, diagrams, maps, and floor plans.

Contact us to discuss if this level is right for you.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

**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