Visio - Part 2

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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 shapes 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 - Part 1, you learned the basic skills needed to create and modify various Visio drawings. In Microsoft Visio - Part 2, you will learn about more advanced features—making you a more efficient and effective Visio user.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

Visio - Part 1 or equivalent experience.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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.

Detailed 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

Frequently Asked Questions

Q: What delivery options are available for Visio - Part 2?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Visio - Part 2 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Visio - Part 2 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Visio - Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for Visio - Part 2. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Visio - Part 2?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Visio - Part 2 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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