

## MICROSOFT VISIO 2019/2021 - PART 2

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-VIS-P2
<b>Course No:</b>	ELK91-154_rev1.1
<b>Course Length:</b>	2 Days

### COURSE DESCRIPTION

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 2019/2021 – Part 1*, you learned the basic skills needed to create and modify various Visio drawings. In this course, you will learn about more advanced features—making you a more efficient and effective Visio user.

### TARGET 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.

### PRE-REQUISITES

To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio. It is recommended that you have completed *Microsoft Visio 2019 & 2021– Part 1* or possess equivalent knowledge.

You should also have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

It is also recommended that you have completed *Microsoft Excel for O365 – Part 1*, *Microsoft Access for O365 – Part 1* and *Microsoft Project for 2019, 2021 & O365 – Part 1* or possess equivalent knowledge.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

## SOFTWARE REQUIREMENTS

### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft Visio Professional 2019
- Microsoft Visio Online Plan 1 or Online Plan 2 subscription if you wish to perform the optional activity in Topic 1D
- Microsoft Office 365 License (which provides the Microsoft Office apps).
- Microsoft Project Professional 2019
- Adobe Reader (latest version)

### For virtual online training:

- A Microsoft Team account.  
**NOTE:** *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

## COURSE 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.

## LEARNING OUTLINE

1. Designing Advanced Plans and Diagrams
  - a. Build Advanced Plans
  - b. Build Advanced Diagrams
2. Enhancing the Look of Drawings
  - a. Use 3-D Shapes
  - b. Work with Shape Styles
  - c. Define Shape Styles
  - d. Apply Backgrounds, Borders, and Titles
3. Creating Custom Shapes, Stencils, and Templates
  - a. Create Simple Custom Shapes
  - b. Create Custom Stencils
  - c. Create Custom Templates
4. Connecting Drawings to External Data
  - a. Make an Organization Chart from an Excel Spreadsheet
  - b. Generate a PivotDiagram from an Excel Spreadsheet
  - c. Create a Gantt Chart from a Project File
  - d. Create a Timeline from a Project File

- e. Connect a Map to an Access Database
5. Leveraging Development Tools
    - a. Create Macros
    - b. Modify ShapeSheets
    - c. Build Advanced Shapes
  6. Sharing Drawings
    - a. Save and Share Drawings with OneDrive
    - b. Review Drawings
    - c. Insert Drawings into Other Office Files
    - d. Export Drawings
    - e. Print Drawings

### Appendix A: Using Diagram Standards

## ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

## MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

## CONTACT DETAILS

Further enquiries may be directed to:

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