MICROSOFT VISIO 2013 EXPERT TRAINING

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COURSE LENGTH: 1.0 DAYS

The Microsoft Visio 2013 Expert course, delivered by PD Training, teaches some power user skills that may be overlooked or unknown by some experienced users, thus helping them get the most out of this software.

These skills are provided via twelve modules that cover key tools such as custom stencils and master shapes, shape reports, comments, markup tools, ink tools, legends, templates, and PivotDiagrams.

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MICROSOFT VISIO 2013 EXPERT TRAINING COURSE OUTLINE

FOREWORD

This Visio 2013 Expert training course builds on the concepts and skills taught in Visio 2013: Essentials. Participants will learn how to work with layers, create custom stencils, create master shapes, working with themes, working with mark-up tools, legends and PivotDiagrams.

They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

Prerequisites:

Visio 2013: Essentials or equivalent experience.

OUTCOMES

After completing this course, participants will have learned to:

▶ Create Custom Stencils
▶ Create Master Shapes
▶ Work with Master Shapes
▶ Create Shape Reports
▶ Using Comments
▶ Using Markup Tools
▶ Using Ink Tools
▶ Add Legends
▶ Create a Template
▶ Get Started with PivotDiagrams
▶ Edit a PivotDiagram
▶ Work with PivotDiagram

MODULES

Lesson 1: Creating Custom Stencils

▶ Creating a New Stencil
▶ Adding Shapes to a Stencil
▶ Removing Shapes from Stencils
▶ Deleting a Stencil
▶ Review Questions

Lesson 2: Creating Master Shapes

▶ Creating Master Shapes
▶ Renaming Master Shapes
▶ Editing a Master Shape
▶ Deleting a Master Shape
▶ Review Questions

Lesson 3: Working with Master Shapes

▶ Editing Master Shape Properties
▶ Adding Master Shapes to a Stencil
▶ Modifying Master Shape Icons
▶ Using My Shapes and Quick Shapes with Master Shapes
▶ Review Questions

Lesson 4: Creating Shape Reports

▶ Viewing Existing Reports
▶ Creating a New Report
▶ Modifying Reports
▶ Deleting Reports
▶ Review Questions

Lesson 5: Using Comments

▶ Adding Comments
▶ Navigating and Viewing Comments
▶ Editing Comments
▶ Deleting Comments
▶ Review Questions

Lesson 6: Using Markup Tools

▶ Marking Up a Diagram with Ink
▶ Adding the Markup Command to the Ribbon
▶ Enabling Track Markup and the Reviewing Pane
▶ Deleting Markup
▶ Review Questions

Lesson 7: Using Ink Tools

▶ Using the Pen or Highlighter
▶ Configuring Pen and Highlighter Appearance
▶ Erasing Marks
▶ Closing Ink Mode
▶ Review Questions

Lesson 8: Adding Legends

▶ Adding a Legend
▶ Editing Legend Text
▶ Adding Shapes to a Legend
▶ Removing a Legend
▶ Review Questions

Lesson 9: Creating a Template

▶ Creating a New Template
▶ Saving a Template File
▶ Using a Template
▶ Editing a Template
▶ Review Questions

Lesson 10: Getting Started with PivotDiagrams

▶ Creating a PivotDiagram
▶ Adding Categories
▶ Adding Totals
▶ Showing and Hiding PivotDiagram Elements
▶ Review Questions

Lesson 11: Editing a PivotDiagram

▶ Applying Shapes
▶ Moving Shapes
▶ Collapsing and Expanding Shapes
▶ Promoting and Demoting Shapes
▶ Merging and Unmerging Shapes
▶ Review Questions

Lesson 12: Working with PivotDiagrams

▶ Sorting Data
▶ Changing the Direction of the Diagram
▶ Aligning Shapes in the Diagram
▶ Using the Re-Layout Command
▶ Editing Data for Individual Shapes
▶ Review Questions

WEB LINKS

▶ View this course online
▶ In-house Training Instant Quote