

Microsoft Visio 365 Level 2 Course Outline

Duration: 1 Day

Take your diagramming skills to the next level with Microsoft Visio 365! This Visio Level 2 advanced training course dives into powerful features, custom formatting, seamless data integration, and expert tips for creating polished, professional visuals.

What You'll Learn

- Enhance drawings with advanced styles, 3D shapes, templates, and backgrounds
- Create custom shapes, stencils, and templates for unique diagramming needs
- Connect Visio drawings to external data sources like Excel, Project, and Access
- Use development tools such as macros, ShapeSheets, and advanced shape creation tools
- Share drawings effectively through OneDrive, Office integration, exporting, and printing

Course Prerequisites

A foundational knowledge of Microsoft Visio is recommended, either from completing our Visio level 1 course or through regular use of the application. Participants should be able to:

- Navigate and interact with the Visio 365 interface
- Create basic diagrams, such as flowcharts
- Export Visio files to other formats

Full Course Outline

Enhancing the Look of Drawings with Microsoft Visio 365

Work with shape styles
Use 3D shapes
Apply backgrounds, borders, and titles

Creating Shapes, Stencils, and Templates

Create custom stencils
Create simple custom shapes
Create master shapes
Create custom templates

Connecting Drawings to External Data

- Generate a pivot diagram from an Excel spreadsheet
- Create a chart from a Project file
- Create a timeline from a Project file
- Connect to an Access database

Leveraging Development Tools

- Create macros
- Modify ShapeSheets
- Use advanced shape tools

Sharing Drawings

- Save and share drawings with OneDrive
- Review drawings
- Insert drawings into other Office files
- Export drawings
- Print drawings

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.