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. In Visio 2016 Level 1, you learned the basic skills needed to create and modify various Visio drawings. In Visio 2016 Level 2, you will learn about more advanced features—making you a more efficient and effective Visio user.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

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.
- Use diagram standards (optional).

Target Student: The target student for this course is a graphic designer, subject matter specialist, or other knowledge worker with basic Microsoft Visio 2016 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.

Prerequisites: To ensure your success in this course, you should have the ability to create basic workflows and other common diagram types in Visio. You can obtain this level of knowledge and skills by taking the Visio 2016 Level 1 course.

Course Outline	
Designing Advanced Plans and Diagrams • Create a Microsoft Account and Log in to Visio • Build Advanced Plans • Build Advanced Diagrams **Enhancing the Look of Drawings** • Use 3-D Shapes • Work with Shape Styles • Define Shape Styles • Apply Backgrounds, Borders, and Titles **Working with Custom Shapes, Stencils, and Templates** • Create Simple Custom Shapes • Create Custom Stencils • Create Custom Templates	**Connecting Drawings to External Data** • Make an Organization Chart from an Excel Spreadsheet • Generate a Pivot Diagram from an Excel Spreadsheet • Create a Gantt Chart from a Project File • Create a Timeline from a Project File • Connect a Map to an Access Database **Leveraging Development Tools** • Create Macros • Modify ShapeSheets • Build Advanced Shapes **Sharing Drawings** • Save and Share Drawings with OneDrive • Review Drawings • Insert Drawings into Other Office Files • Export Drawings • Print Drawings