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# Computer Visions Course Outline

## Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

## Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

## Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

## Consulting Solutions

Consulting is about trust,

## Visio: Advanced

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

### Course Outline:

Lesson 1: Designing Advanced Plans and Diagrams

Topic A: Create a Microsoft Account and Log in to Visio

Topic B: Build Advanced Plans

Topic C: Build Advanced Diagrams

Lesson 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

Lesson 3: Working with Custom Shapes, Stencils, and Templates

Topic A: Create Simple Custom Shapes

Topic B: Create Custom Stencils

Topic C: Create Custom Templates

Lesson 4: Connecting Drawings to External Data

Topic A: Make an Organization Chart from an Excel Spreadsheet

Topic B: Generate a Pivot Diagram 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

Lesson 5: Leveraging Development Tools

Topic A: Create Macros

Topic B: Modify ShapeSheets

service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

**Classroom and Computer Rentals**

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.

Topic C: Build Advanced Shapes

Lesson 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