

Microsoft® Office Visio® 2016 Roadmap

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Answer these questions honestly!

Can You...?

- Do you understand what the different Template Categories are for?
- Do you know what Stencils and Master Shapes are?
- Can you change the stacking order of shapes?
- Do you know how add text to a drawing?
- Are you able to align and distribute shapes?
- Can you create an organization chart in Visio?
- Are you able to enhance shapes using a contextual tab?
- Do you know how to create a Network diagram?
- Can you use Themes and Variants to style your diagrams?



Take Visio 2016 - Introduction
1-Day Course

Can You...?

- ◆ Can you create a custom shape?
- ◆ Can you create a custom stencil?
- ◆ Can you personalize Visio by creating your own template?
- ◆ Can you manipulate layers by assigning specific shapes to them?
- ◆ Are you able to access data graphics via the Data Graphics task pane?
- ◆ Can you generate your own PivotDiagram?
- ◆ Can you create an organization chart from external data?
- ◆ Are you able to import Microsoft Project data into Visio?
- ◆ Can you link your shapes to a Microsoft Access database?
- ◆ Can you create Macros in Visio?
- ◆ Can you share your drawings using OneDrive?
- ◆ Do you know how to export your drawings?



Take Visio 2016 - Advanced
1-Day Course