Answer these questions honestly!

☐ 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?

No →

**Take
Visio - Introduction
*(1 day)***

Yes ↓

☐ 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?

No →

**Take
Visio - Advanced
*(1 day)***