

Microsoft Visio 2013 - Level 2: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2013**
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1.1 General Hardware Requirements for Office Professional Plus 2013

■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
Operating system	<p>Visio 2013 32-bit products are supported on the following Windows operating systems:</p> <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (32-bit or 64-bit) • Windows Server 2012 (64-bit) • Windows 8 (32-bit or 64-bit) <p>Visio 2013 64-bit products are only supported on the following Windows operating systems:</p> <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (64-bit) • Windows Server 2012 (64-bit) • Windows 8 (64-bit)
Processor	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
Disk space	2.0 gigabyte (GB)
Memory	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2013, as well as a complete installation of Visio 2013 Professional.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **4.2 Working with Hyperlinks** pertaining to **Creating Hyperlinks**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **F152en_data.exe** for this course to install the class data to the **C:\F152en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE	FILE TYPE	USED IN
1Logo	.vsd	Section 1.1 Working with Stencils , in the exercise Creating a Custom Stencil File
OWL	.bmp	Section 1.1 Working with Stencils , in the exercise Creating a Custom Stencil File
1Sales	.vsd	Section 1.3 The Document Stencil , in the exercise Creating a Custom Stencil File
2Layer	.vsd	Section 2.5 Renaming Layers , in the exercise Creating and Managing Layers
3Back	.vsd	Section 3.2 Creating Background Pages , in the exercise Creating Background Pages
4Behave	.vsd	Section 4.1 Understanding Shape Behaviours , in the exercise Investigating Shape Behaviours
4DCF	.vsd	Section 4.2 Working with Hyperlinks , in the exercise Creating Hyperlinks
5Shapes	.vsd	Section 5.2 Manipulating Shapes , in the exercise Exploring Alignment Boxes
6Custom	.vsd	Section 6.2 Viewing and Entering Custom Shape Data , in the exercise Viewing and Entering Custom Shape Data Fields
7Report	.vsd	Section 7.1 Generating Reports in Visio and Excel , in the exercise Generating an Inventory Report in Visio and Microsoft Excel
7Contact	.xls	Section 7.2 Importing Data into Shapes , in the exercise Importing Data onto Shapes
7Import	.vsd	Section 7.2 Importing Data into Shapes , in the exercise Importing Data onto Shapes
7Pivot	.xls	Section 7.3 Creating PivotDiagrams , in the exercise Creating and Modifying a PivotDiagram
7Power	.vsd	Section 7.4 Integrating Visio with PowerPoint , in the exercise Inserting Linked and Embedded Objects in PowerPoint 2013

The **C:\F152en_data** folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Stencils and Templates	60 min
1.1 Working with Stencils	15 min
1.2 Managing Master Shapes	15 min
1.3 The Document Stencil	15 min
1.4 Working with Templates	15 min
Layers	75 min
2.1 Overview	15 min
2.2 Creating Layers	15 min
2.3 Assigning Shapes to Layers	15 min
2.4 Removing Layers	15 min
2.5 Renaming Layers	15 min
Background Pages	70 min
3.1 Overview	10 min
3.2 Creating Background Pages	20 min
3.3 Assigning Background Pages	20 min
3.4 Editing and Deleting Background Pages	20 min
Shape Behaviour	45 min
4.1 Understanding Shape Behaviours	15 min
4.2 Working with Hyperlinks	15 min
4.3 Protecting Shapes	15 min
Shape Operations	35 min
5.1 Overview	15 min
5.2 Manipulating Shapes	20 min
Custom Fields	80 min
6.1 Overview	10 min
6.2 Viewing and Entering Custom Shape Data	15 min
6.3 Creating Custom Fields	15 min

CHAPTER/SECTION	ESTIMATED TIME
6.4 Using the Document Stencil to Define Custom Fields	15 min
6.5 Using Master Shapes to Define Custom Fields	15 min
6.6 Editing Custom Fields in the ShapeSheet	10 min
Supplementary Topics	90 min
7.1 Generating Reports in Visio and Excel	15 min
7.2 Importing Data onto Shapes	15 min
7.3 Creating PivotDiagrams	15 min
7.4 Integrating Visio with PowerPoint	15 min
7.4 Integrating Visio with PowerPoint	15 min
7.5 Document Protection	15 min