

## **Microsoft Visio 2016 – Level 2: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
<b>Processor</b>	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabytes (GB)
<b>Memory</b>	2.0 gigabytes (GB) RAM
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise 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 2016, as well as a complete installation of Visio Professional Plus 2016.

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 **F162en\_data.exe** for this course to install the class data to the **C:\F162en\_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.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>1Logo</b>	<b>.vsdx</b>	Section 1.1 Working with Stencils, in the exercise <b>Creating a Custom Stencil File</b>
<b>OWL</b>	<b>.bmp</b>	Section 1.1 Working with Stencils, in the exercise <b>Creating a Custom Stencil File</b>
<b>1Sales</b>	<b>.vsdx</b>	Section 1.3 The Document Stencil, in the exercise <b>Using the Document Stencil to Edit Master Shapes</b>
<b>2Layer</b>	<b>.vsdx</b>	Section 2.5 Renaming Layers, in the exercise <b>Creating and Managing Layers</b>
<b>3Back</b>	<b>.vsdx</b>	Section 3.2 Creating Background Pages, in the exercise <b>Creating Background Pages</b>
<b>OWL</b>	<b>.png</b>	Section 3.2 Creating Background Pages, in the exercise <b>Creating Background Pages</b>
<b>4Behave</b>	<b>.vsdx</b>	Section 4.1 Understanding Shape Behaviours, in the exercise <b>Investigating Shape Behaviours</b>
<b>4DCF</b>	<b>.vsdx</b>	Section 4.2 Working with Hyperlinks, in the exercise <b>Creating Hyperlinks</b>
<b>5Shapes</b>	<b>.vsdx</b>	Section 5.2 Manipulating Shapes, in the exercise <b>Exploring Alignment Boxes</b>
<b>6Custom</b>	<b>.vsdx</b>	Section 6.2 Viewing and Entering Custom Shape Data, in the exercise <b>Viewing and Entering Custom Shape Data Fields</b>
<b>7Report</b>	<b>.vsdx</b>	Section 7.1 Generating Reports in Visio and Excel, in the exercise <b>Generating an Inventory Report in Visio and Microsoft Excel</b>
<b>7Import</b>	<b>.vsdx</b>	Section 7.2 Importing Data into Shapes, in the exercise <b>Importing Data onto Shapes</b>
<b>7Contact</b>	<b>.xlsx</b>	Section 7.2 Importing Data into Shapes, in the exercise <b>Importing Data onto Shapes</b>
<b>7Pivot</b>	<b>.xlsx</b>	Section 7.3 Creating PivotDiagrams, in the exercise <b>Creating and Modifying a PivotDiagram</b>
<b>7Power</b>	<b>.vsdx</b>	Section 7.4 Integrating Visio with PowerPoint, in the exercise <b>Inserting Linked and Embedded Objects in PowerPoint 2016</b>

The **C:\F162en\_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.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Stencils and Templates</b>	<b>60 min</b>
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
<b>Layers</b>	<b>75 min</b>
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
<b>Background Pages</b>	<b>70 min</b>
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
<b>Shape Behaviour</b>	<b>45 min</b>
4.1 Understanding Shape Behaviours	15 min
4.2 Working with Hyperlinks	15 min
4.3 Protecting Shapes	15 min
<b>Shape Operations</b>	<b>35 min</b>
5.1 Overview	15 min
5.2 Manipulating Shapes	20 min
<b>Custom Fields</b>	<b>80 min</b>
6.1 Overview	10 min
6.2 Viewing and Entering Custom Shape Data	15 min
6.3 Creating Custom Fields	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
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
<b>Supplementary Topics</b>	<b>90 min</b>
7.1 Generating Reports in Visio and Excel	15 min
7.2 Importing Data onto Shapes	20 min
7.3 Creating PivotDiagrams	20 min
7.4 Integrating Visio with PowerPoint	20 min
7.5 Document Protection	15 min