

# Visio Advanced

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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To be able to create, apply, assign and customise layers

To be able to create complex shapes

Understand how to create and edit formulas and functions, add predefined actions and custom shape behaviours

To be able to create Stencils and Templates, working with Styles

## Pre-Requisites

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Delegates should be familiar with Visio and ideally have attended the Visio Introduction course.

## Subjects

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### Creating Technical Layouts

Layers | Drawing Scales | Precision Techniques | Dimensioning

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### Advanced Formatting

Themes and Styles | Quick Styles | Variation of Themes | Templates | Updated Diagram Templates

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### Custom Shape Design

Special Drawing Operations | Shape Behaviour and Events | Custom Stencils

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### Business Diagrams and Web Site Mapping

Block, Tree, and Onion Diagrams | Flowcharts | Organization Charts | Improved Organisation Chart | Project Management Diagrams | Web Site Maps

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## Collaboration

Co-authoring | using SharePoint | Comments | Web Viewing

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## Integrating Visio with Other Programs

Integration with Microsoft Word | Integration with PowerPoint | Integration with Microsoft Outlook | Working with Web-Enabling Features | Web Viewing

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## Software and Database Diagrams

Documenting Software Systems | Database Model Diagrams | UML and Database Templates

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