

MS Visio - Advanced

(1 day)

Background

To give delegates a more in depth knowledge of Visio

Who should attend

People who have attended the Introductory course and wish to use Visio to more advanced level

Course Outline

Styles

Creating styles for text and drawings
Applying styles
Modifying styles

Operations

Union, combine, intersect, fragment
Subtract and trim

Stencils

Using and creating stencils
Customising the stencil
Saving stencils

Templates

Creating & customising templates
Using templates

Connectors

Using routable and dynamic connectors
Using static and dynamic glue

Working with Guides

Creating guides and guide points
Gluing shapes to guides
Distribute guides

Fields

Inserting fields
Creating formulas within fields

Layers

Creating layers
Utilising layers

Behaviour

Creating drill downs
Moving within drill downs

Custom properties

Displaying custom properties
Editing, adding and removing custom properties

Shape Report

Producing reports
Utilising excel

Shape dimensions

Using dimension lines

Hyperlinking

Creating a hyperlink between a drawing and document



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