Microsoft Visio 2

Audience

For those who wish to expand their knowledge of Visio basic diagrams to create more complex diagrams with customisations and links to other applications.
On completion of this course delegates will be able to:

- Create custom elements and a custom template
- Represent external data as a drawing
- Share their work with others

Course Content

Overview of the Basics - Shapes

- Working with Shapes and Connectors
- Merging Shapes
- Union
- Combine
- Intersect
- Fragment
- Subtract
- Creating a Custom Shape

Stencils

- Designing a Custom Stencil
- Create a Custom Stencil
- Customise a Stencil Master

Styles and Templates

- Designing Styles and Templates
- Define a New Style
- Create a Template

Layers

- Work with layers
- Lock Layers
- Layer Properties

Backgrounds

- Creating page backgrounds
- Assigning pages to background pages

Create Diagrams

- Project Management Timelines and Gantt Chart
- Floor Plans
- Organisation Charts
- Designing a Floor Plan

External Data

- Import Project Plan Data into Visio
- Link to a Database
- Import Excel Data

Printing Diagrams

Link Visio Drawings

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