Visio Level 2

Course Specifications

Course Length: 1 day

Course Description

In this course participants will expand their Visio skills by learning Visio's advanced features of. Stencils and Templates can streamline the creation of drawings. Layers can make it easier to work with complex drawings that contain a lot of shapes. Shape Behavior and Shape Operations can customize the way shapes work or look. Custom Fields allow you to capture data in drawing shapes. By the end of the course, participants will understand and be able to use all of these features of Visio.

Prerequisites

- Visio Level 1, or equivalent knowledge. It is important that participants already be comfortable with Visio basics such as working with shapes and stencils, using connectors, and adding text.
- Visio software installed. A second screen is recommended (one for Zoom, one for Visio).

Course Outline

Stencils and Templates

Stencils

Customizing Stencils

Managing Master Shapes

The Document Stencil

Templates

Using Templates

Creating Custom Templates

Layers

How Layers can Enhance a Drawing

Creating Layers

Assigning Shapes to Layers

Changing Layer Settings

Hiding and Locking Layers

Renaming and Removing Layers

Background Pages

Overview

Creating Background Pages

Assigning Background Pages

Editing and Deleting Background Pages

Shape Behaviour

Understanding Shape Behaviours

Working with Hyperlinks

Protecting Shapes

Shape Operations

What Shape Operations are and how they can be useful

Manipulating Shapes

Custom Fields

Viewing and Entering Custom Shape Data

Creating Custom Fields

Using the Document Stencil to Define Custom Fields

Using Master Shapes to Define Custom Fields

Supplementary Topics (Optional depending on time and interest)

Generating Reports in Visio and Excel

Importing Data onto Shapes

Creating PivotDiagrams

Integrating Visio with PowerPoint or Word

Document Protection