

Microsoft Visio 2013-2019/365

Level 2: Advanced Techniques

1 Day Course

Training at Your Office



COURSE DESCRIPTION

Take control of Visio to create fully-customized documents with multiple layers and templates. You'll also learn advanced drawing and stencil techniques, as well as sharing your work with other programs.

Course Prerequisites: understanding of Visio Level 1 topics.

COURSE TOPICS

Customizing Visio

- Working with Toolbars
- Opening Toolbars
- Dragging and Dropping Toolbars
- Adding Commands to Toolbars
- Working with Windows
- Working with Stencil Windows
- Merging Visio Windows

Using the Drawing Tools

- Drawing Basics
- Drawing Closed Shapes
- Drawing Lines and Arcs
- Drawing Segmented Lines
- Reshaping Lines
- Advanced Drawing Techniques
- Drawing with Precision
- Using Operation Commands

Custom Shapes

- Using Custom Shapes
- Creating a Custom Shape
- Using Custom Shapes in a Drawing
- Enhancing a Drawing with Custom Shapes
- Using the Maximum Graphx Logo Shape in a Drawing
- Using Custom Shapes to Enhance Existing Shapes

Templates, Styles, and Layers

- Working with Templates
- Creating a New Template
- Using a Custom Template
- Formatting and Linking Shapes
- Defining New Styles
- Applying and Editing Styles
- Adding Links to Shapes
- Layers
- Viewing Layer Properties
- Manipulating Layers

Advanced Stencil Techniques

- Custom Stencils
- Creating a New Stencil
- Adding Custom Shapes to a Stencil
- Customizing Stencil Masters
- Editing Master Properties
- Formatting a Master in a Stencil
- Adding and Directing Connection Points
- Applying Behaviours to a Custom Shape
- Using the Maximum Graphx Master
- The Document Stencil
- Retrieving Shapes from the Document Stencil

Sharing Your Work

- Object Linking and Embedding
- Placing a Visio Drawing in MS Word
- Updating the Calendar
- Working with External Data
- Preparing Shapes in the Document Stencil
- Using the Database Wizard
- Distributing Information in a Linked Network Diagram
- Creating HTML Documents
- Preparing a Drawing for the Web
- Saving the Timeline as a Web Page
- Printing Techniques
- Using the Print Preview Feature
- Working with Page Breaks



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