

Objectives After completing this course delegates will have more in-depth knowledge of Microsoft Visio. They will be able draw diagrams which are precisely scaled, create a myriad of shapes and customise the provided shapes for their own requirements.

Prerequisites An understanding of Microsoft Visio is required.
Attendance of our *Introduction to Microsoft Visio* course is recommended.

Duration 1 day

The topics covered on the course are,

1 Setting up the Workspace

- Tools / Custom Toolbars
- Windows and Stencils
- Rulers
- The Drawing Grid
- About Guides and Guide Points

2 Drawing Tools

- Basic Drawing
- About Shape Segments and Vertices
- Reshaping
- About Arcs

3 Working with Shapes

- Shapes and Shape Handles
- Selecting, Finding and Positioning
- Create Multiple copies
- Automatic Layout

4 Working with Text

- Separate Text Boxes
- Text Blocks in Shapes

5 Working with Pages

- Sizing the Drawing Page
- Using Drawing Scales
- Rotating a Page
- Background Pages / Fields

6 Creating Drawings

- Various ways to create drawings
- About Visio Templates

7 Types of Drawings

- Blank Drawings
- Flowcharts / Organisation Charts
- Gantt Charts / Floor Plans
- Other Types

8 Working with Stencils

- Built-in Stencils
- Custom Stencils
- Updating Master Shapes

9 About Styles

- Create a Custom Style
- Save Styles in a Template
- Copy a Style into another Drawing

10 Hyperlinks

- Creating Hyperlinks
- Activating Hyperlinks

11 Using Data in Drawings

- Creating Custom Properties
- Enter Data into Custom Properties
- Property Reports

12 About Custom Solutions

- Programming Shapes
- Shapessheet Database
- Custom Shape Behaviour