

Visio Advanced (2003/2007)

Proposed course outline

Use more advanced features of Visio including importing data from other sources, linking data and customising your own templates, shapes, backgrounds and stencils.

Courses are tailored to individual requirements but topics which may be covered include:

More shapes & stencils

- Shape sheets
- Creating stencils
- Creating master shapes
- Protecting shapes
- Merging shapes
- Save your own shapes

Working with styles & templates

- Creating custom styles
- Applying styles
- Creating and using templates

Backgrounds

- Creating background pages
- Applying a background page
- Modifying background and foreground pages

Layers

- Creating layers
- Layer properties
- Displaying layers
- Removing layers

Links

- Adding a hyperlink
- Modifying a hyperlink
- Linking data in a shape

External data sources

- Important data from Project into a Visio Timeline
- Important data from Project into a Visio Gantt chart
- Create a Visio organisation chart from Excel data
- Create a Visio PivotDiagram from an Excel worksheet