# Visio – Advanced

## Description

This course allows participants to explore in-depths advanced Visio tools.

**Course Content**

**Module 1: Network Diagrams**

- Marketing Diagrams
- Create Work Flow Diagrams
- Create Fishbone (Cause and Effect) Diagrams
- Project Management Diagrams
- Gantt Charts
- PERT Charts

**Module 2: Creating Custom Stencils**

- Adding Shapes to the Stencil
- Saving the Stencil
- Controlling Shape Placement

**Module 3: Using Quick Shapes**

- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes

**Module 4: Understanding Layers**

- The Layer Properties Dialog Box
- Working with Existing Layers
- Hiding or Showing a Layer
- Activating a Layer

**Module 5: Creating Layers**

- Renaming and Removing Layers
- Assigning Shapes to Layers
- Assigning Color to a Layer
- Protecting a Layer from Changes
- Printing Only the Layers You Want

**Module 6: Adding Pages to a Drawing**

- Arranging Pages
- Working with Background Pages
- Hyperlinking Between Pages

**Module 7: Drawing with Precision**

- Setting a Drawing Scale

- Working with Building Plan Layouts

## Module 8: About Data Graphics

- Using the Data Selector Wizard
- Applying Data Graphics
- Editing Data Graphics
- Data Graphic Legends

## Module 9: Viewing the Shape sheet

- Modifying Shape sheet Data
- Using a Formula in the Shape sheet

## Lab / Exercises

- Practical exercises will be proposed at the end of each module

## Documentation

- Digital courseware included

## Participant profiles

- Highly specialized business users who want to extend their knowledge of Visio

## Prerequisites

- Good Visio end user skills
- Having followed the course: Visio - Fundamental

## Objectives

- Explore Advanced Diagrams
- Work with Stencils and Shapes
- Work on Advanced Custom Shape Design
- Work with layers
- Create Multi-Page Drawings
- Create Technical Layouts
- Work with Data Graphics
- Use the Shape sheet

**Niveau**
Avancé
**Classroom Registration Price (CHF)**
750
**Virtual Classroom Registration Price (CHF)**
700
**Duration (in Days)**
1
**Reference**
MVI-21