

# 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