



## Microsoft Visio – Advanced

Course Duration: 1 Day

### 1. Cross-functional Flowcharting

- Visio Standard Overview
- Setting File Properties
- Page Setup
- Creating/Applying Background Pages
- Using Guides
- Gluing Shapes to Guides
- Placing Text Along Lines
- Adding Custom Shapes
- Adding Detail Pages
- Linking Pages within a Drawing
- Creating Dynamic Connectors
- Using the Page Layout Wizard

### 2. Sharing Your Work

- Understanding OLE
- Placing Objects in MS Word
- Using the Paste Link Command
- Editing Linked Objects
- Using Drag and Drop
- Copying Shapes From Stencils
- Converting Drawings to HTML
- Creating Presentations
- Using the Local Stencil
- Controlling Drawings from the Local Stencil
- Creating Acrobat PDF Files
- Adding Links for PDF Files

### 3. Drawings and Data

- Custom Properties
- Creating Custom Properties
- Running Property Reports
- Property Report Wizard
- Formatting the Property Reporting Shape
- Updating all Shapes on a Layer
- Reporting Individual Shape Data
- Linking to Outside Data Sources
- The Database Wizard
- The ODBC Administrator
- Working with Linked Data

### 4. Advanced Custom Shape Design

- Special Drawing Operations
- Reshaping Objects
- Preliminary Planning for Shape Design
- Adding Functionality
- Protecting Shapes
- Assigning Double-click Actions
- SmartShape Wizard
- Creating Custom Stencils
- Creating and Editing Master Shapes
- Creating Shapes from Imported Objects
- Adding Custom Stencils to Visio Menus

### 5. Working with Layers

- Understanding Layers
- Layer Membership
- Assigning Shapes to Layers
- Creating Layers
- Creating Layers with Shapes
- Setting Layer Properties
- Controlling Layer Display