

Visio 2013 Advanced

Length: 1 Day

Summary: To learn how to work with multiple pages, backgrounds, styles, master shapes, shape sheets, layers and templates.

Who should attend: Delegates who would like to gain a more in-depth understanding of Microsoft Visio basic features and functionality.

COURSE CONTENT

1: CREATING AND MODIFYING STYLES

- Applying Styles
- Creating a Template

2: WORKING WITH STENCILS AND MASTER SHAPES

- Creating a Stencil
- Creating a Master Shape
- Protecting Shapes and Documents
- Changing Shape Behavior
- Using Automatic Layout

3: MERGING SHAPES

- Using the Union Command
- Using the Subtract Command
- Using the Fragment Command
- Using the Combine Command
- Using the Intersect Command

4: USING BACKGROUND PAGES

- Creating a Background Page
- Assigning a Background Page
- Displaying and Modifying Background and Foreground Pages

5: WORKING WITH LAYERS

- Understanding Layers
- Creating a Layer
- Assigning a Shape to a Layer
- Displaying Individual Layers
- Setting Layer Properties
- Removing a Layer

6: INSERTING PICTURES AND OBJECTS

- Inserting a Picture
- Inserting Fields
- Embedding an Object

- Linking an Object

7: WORKING WITH SHAPESHEETS

- Understanding the ShapeSheet
- Changing ShapeSheet Properties

8: USING SPECIAL FEATURES

- Viewing Custom Properties of a Shape
- Adding a Custom Property to a Shape
- Working with Hyperlinks
- Adding and testing a Hyperlink
- Using a Hyperlink in the full screen mode