

Visio Advanced

What Can You Expect?

This course is designed to help you achieve expertise in using the various Advanced features of the application such as website mapping, integrating Visio with other MS Office programs, building technical layouts, performing special drawing operations and more.

Prerequisites:

Visio Introduction or equivalent experience.

2 Day Course Content

Creating technical layouts

- Understanding Layers
- Creating, Removing and Renaming Layers
- Setting Layer Properties
- Controlling Shape Placement
- Setting a Drawing Scale
- Working with Building Plan Layouts
- Drawing with Precision
- Using Perspective
- Working with Area Measurements

Custom shapes and stencils

- Special drawing operations
- Shape behaviours
- Custom stencils

Integrating Visio with other programs

- Integration with Microsoft Word
- Integration with PowerPoint
- Integration with Microsoft Outlook
- Working with Web-enabling features

Custom themes and templates

- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes
- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil

Business diagrams and Web site mapping

- Adding Shape Data
- Creating Custom Properties
- Generating Property Reports
- Importing and Exporting Data
- Working with Data Sources
- The Database Wizard
- Flowcharts
- Organisation charts
- Project management diagrams
- Web site maps

Software and database diagrams

- Documenting software systems
- Database model diagrams

Exploring Advanced Diagrams

- Create work flow diagrams
- Create Fishbone (Cause and Effect) diagrams
- Use Calendars, Gantt and PERT charts
- Create easy-to-read maps and route directions

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will have the skills to make use of Visio's powerful tools to create business diagrams to visualise and understand import information.



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www.keybasepretoria.co.za

Tel: 012 348 0099/0062
Fax: 012 348 0046