

Visio Advanced

Course Code

SSAV1002

Duration

0.5 Day

Format

Classroom | Virtual

Overview

The Microsoft Visio Advanced course is intended to help all delegates familiar with Microsoft Visio to get up to speed quickly with Visio's more advanced features.

Objectives

By the end of this course, delegates should be comfortable with enhancing the look of drawings, creating custom shapes, custom stencils, and templates; and leveraging development tools.

Content

Lesson 1: Enhancing the Look of Drawings

- Work with Shape Styles
- Use 3D Shapes
- Apply Backgrounds, Borders, and Titles

Lesson 2: Creating Shapes, Stencils, and Templates

- Create Custom Stencils
- Create Simple Custom Shapes
- Create Master Shapes
- Create Custom Templates

Lesson 3: Leveraging Development Tools

- Modify ShapeSheets
- Use Advanced Shape Tools

Prerequisites

It is assumed that delegates on this course are familiar with Microsoft Windows and using a web browser. Understanding and experience with the basic operation of Microsoft Visio is strongly recommended. Delegates should be able to interact with the Visio interface, create drawings, and modify their basic components.