

MS Visio Advanced –1 day

Overview and objectives

After completing this one-day course, students will know how to:

- Create advanced flowcharts such as workflow diagrams and cross-functional flowcharts.
- Use the ShapeSheet spreadsheet, edit the values of properties, and use functions.
- Use shape operation commands, control handles, and custom properties to control the behavior of shapes.
- Create a layer, add shapes to it, delete a layer, and set layer properties such as color, lock, and active.
- Embed and link objects, modify the embedded and linked objects, convert files to an HTML format, embed drawings in PowerPoint, and build presentations in Visio.
- Link a shape with a database and update and link a database and a drawing

Target audience

This course is for students who have basic understanding of Visio. Students will get the most out of this course if their goal is to become proficient in creating advanced flowcharts, controlling their drawings, and using OLE objects.

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Students should also have completed a Visio 2000 Professional: Basic course or have equivalent experience

Course content

Advanced flowcharts Flowchart options • Work flow diagrams • Cross-functional flowcharts

Using formulas Introduction to the ShapeSheet spreadsheet • Designing formulas

Controlling shape behavior Using shape operation commands • Using control handles • Using custom properties

Using layers Introducing layers • Modifying layers

Working with OLE objects Placing objects in MS Word • Modifying the OLE objects • Converting drawings to HTML files • Building PowerPoint presentations

Working with linked data Connecting to other data sources • Modifying linked data