

Microsoft Visio

Level II

Participants will gain hands-on experience in Microsoft Visio by completing instructed led exercises.

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| Target Audience: | This course is designed for participants who desire to advance their current knowledge of Visio and take advantage of the more complex features in Visio |
| Hands on Training: | 30 hours |
| Practice Time | 10 hours |
| Completion Results: | Upon successful completion participants will be able to create technical layouts, work flow & fishbone and advanced diagrams, create custom and shape designs. |

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

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

Diagramming and Data

- ▶ Adding Shape Data
- ▶ Creating Custom Properties
- ▶ Generating Property Reports
- ▶ Importing and Exporting Data
- ▶ Working with Data Sources
- ▶ The Database Wizard

Advanced Custom Shape Design

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