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Visio Advanced

Course #: MV-101 **Duration:** 1 day

Prerequisites

Visio Introduction (2013, 2016, 2019, Office 365)

Details

This course builds on the concepts and skills taught in Visio Introduction. Students will learn how to work with layers, create custom themes, stencils and templates, and create business and project management diagrams. They will also learn how to integrate Visio with other Office programs, create software and database diagrams, and present diagrams both in Visio and in a web browser.

Software Needed

Microsoft Visio (2013, 2016, 2019, Office 365)

Outline

Visio Advanced (2013, 2016, 2019, Office 365)

- **Creating Technical Layouts**
  - Layers
  - Drawing Scales
  - Displaying Shape Dimensions
- **Custom Styles, Themes and Templates**
  - Shape Styles
  - 3D Shapes
  - Custom Themes
  - Custom Templates
- **Custom Shapes and Stencils**
  - Special Drawing Operations
  - Shape Behaviors
  - Custom Stencils
- **Business Diagrams and Web Site Mapping**
  - Organization Charts from Excel Spreadsheets
  - Pivot Diagrams from Excel Spreadsheets
  - Gantt Charts from a Project File
  - Timelines from a Project File
  - Maps from an Access Database
- **Leveraging Development Tools**
  - Macros
  - ShapeSheets
  - Advanced Shapes

- **Software and database diagrams**
    - Documenting Software Systems
    - Database Model Diagrams
- **Presenting diagrams in Visio and HTML**
    - Presentation Mode
    - Sharing Diagrams Using a Browser