

VISIO COURSES



VISIO ADVANCED

Level:

For advanced levels

Prerequisites:

Being comfortable with Windows and knowing the basics of Visio (see Essentials course outline) or having attended the Visio: Essentials course

Audience:

This course is designed to take those users who are familiar with the basic concepts of Microsoft Visio 2010 and boost their skills to the advanced level through the study of these 12 modules.

Aim:

Students will cover a wide range of features that are a part of Visio 2010 to help them get the most out of it. This training package covers: Doing More with Shapes, Working with Containers, Adding Callouts, Using Layers, and Linking Data to Shapes, Using Data Graphics, Creating Process Diagrams, Creating Cross-Functional Flowcharts, Creating Organization Charts, Doing More with Organization Charts, Creating Workflow Diagrams, and Creating Gantt Charts.

Overview:

Module 1: Working with Containers

- Adding a container
- Adding shapes to a container
- Changing the style of a container
- Disbanding a container

Module 2: Adding Callouts

- Inserting a callout
- Moving / Resizing a callout
- Changing the position of a callout line
- Changing the callout style

Module 3: Using Layers

- Adding / removing a layer
- Showing, hiding, activating a layer
- Preserving group member layers
- Colouring and locking layers

Module 4: Linking Data to Shapes

- Manually adding data
- Manually linking shape data
- Automatically linking shapes to data
- Refreshing data source
- Removing link

Module 5: Using Data Graphics

- Inserting data graphics
- Creating custom data graphics
- Editing and removing data graphics

Module 6: Cross Functional Flowcharts

- Creating a cross-functional flowchart
- Adding swimlanes and separators
- Changing orientation and direction
- Modifying swimlane margins

Module 7: Gantt Chart

- Creating the Gantt Chart
- Entering tasks, dates and durations
- Adding rows and columns
- Configuring Working time

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day