

Microsoft Visio Advanced

OBJECTIVES

Learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams. Integrate Visio with other Office programs, and create software and database diagrams.

Duration: 1 Day

1. CREATING TECHNICAL LAYOUTS

- Layers
- Drawing scales
- Displaying shape dimensions

2. CUSTOM THEMES AND TEMPLATES

- Custom themes
- Custom templates

3. CUSTOM SHAPES AND STENCILS

- Special drawing operations
- Shape behaviors
- Custom stencils

4. BUSINESS DIAGRAMS AND WEB SITE MAPPING

- Block, tree, and onion diagrams
- Flowcharts
- Organization charts
- Project management diagrams
- Web site maps

5. INTEGRATING VISIO WITH OTHER PROGRAMS

- Integration with Microsoft Word
- Integration with PowerPoint
- Integration with Microsoft Outlook
- Working with Web-enabling features

6. SOFTWARE AND DATABASE DIAGRAMS

- Documenting software systems
- Database model diagrams