



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Visio Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Visio. Users will learn techniques for enhancing drawings by using the drawing tools, creating and working with custom stencils and templates and sharing Visio drawing with other applications.

Prerequisites: This course is aimed at existing users of Microsoft Visio who have attended the Microsoft Visio Level 1 course or who have a good basic knowledge of Visio Drawing Tools and Layouts.

Styles

- Applying Styles
- Working with Templates

Stencils and Master Documents

- Creating a Stencil
- Creating a Master Document
- Protecting Shapes and Documents
- Changing Shape Behaviour
- Automatic Layouts

Working with Shapes

- Using Combine
- Using Subtract
- Using Intersect
- Using the Fragment

Background Pages

- Creating a Background Page
- Assigning a Background Page

Working with Layers

- Understanding Layers
- Working with Layers
- Assigning a Shape to Layers

Pictures and Objects

- Inserting a Picture
- Embedding a Object
- Linking Objects
- Inserting Fields

Working with Shape Objects

- Changing Shape Properties
- Working with Hyperlinks