

## VISIO 2007 ADVANCED

### WHO SHOULD ATTEND

Those who have taken the Visio Introduction course and wish to expand their skills of the following:

- ◆ Advanced drawing tools
- ◆ Creating and working with custom stencils and templates
- ◆ Sharing Visio drawings with other applications

### PREREQUISITES

A working knowledge of skills outlined in the course Visio Introduction is recommended.

### COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student advanced concepts of Visio, a powerful and easy-to-use desktop drawing program, with a main focus on diagrams and various chart types.

### WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

### NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing, Excel series for spreadsheets, and/or PowerPoint series for presentation design and delivery.

### SKILLS LEARNED

- ◆ Customizing the Visio Environment
- ◆ Working with Toolbar options
- ◆ Creating custom toolbars, menus, and keyboard shortcuts
- ◆ Working with custom Windows
- ◆ Advanced Drawing Tools
- ◆ Advanced Techniques
- ◆ Working with Custom Shapes
- ◆ Using Custom Shapes in various Drawings
- ◆ Advanced Stencil Techniques
- ◆ Setting up and using Custom Stencils
- ◆ Working with Masters
- ◆ Customizing the Stencil Masters
- ◆ The Document Stencil
- ◆ Working with Templates
- ◆ Customizing your Template
- ◆ Formatting and Linking Shapes
- ◆ Adjusting Layers
- ◆ Formatting with Styles
- ◆ Object Linking and Embedding - OLE
- ◆ Working with External Data
- ◆ Creating HTML Documents for Online use
- ◆ Printing options and set-up

### COURSE OUTLINE

#### LESSON 1: Customizing Visio

- ◆ Working with Toolbars
- ◆ Working with Windows

#### LESSON 2: Using the Advanced Drawing Tools

- ◆ Drawing Basics
- ◆ Advanced Drawing Techniques

#### LESSON 3: Custom Shapes

- ◆ Using Custom Shapes
- ◆ Using Custom Shapes in a Drawing

#### LESSON 4: Advanced Stencil Techniques

- ◆ Custom Stencils
- ◆ Customizing Stencil Masters
- ◆ The Document Stencil

#### LESSON 5: Templates, Styles, and Layers

- ◆ Working with Templates
- ◆ Formatting and Linking Shapes
- ◆ Layers

#### LESSON 6: Sharing Your Work

- ◆ Object Linking and Embedding
- ◆ Working with External Data
- ◆ Creating HTML Documents
- ◆ Printing Techniques