

Soft-Train



At Soft-Train
Technology Works

COURSE GOAL: To introduce users to the more advanced functions of Visio.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Student will be able to:

- Arrange and align shapes on the drawing page
- Create custom Stencils and Shapes
- Use the ShapeSheet to modify shapes
- Create and apply custom Themes
- Create a custom Template
- Link parts of other files to a Visio drawing or shape
- Use *Visio* drawings in other programs

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Manipulate and arrange shapes on the drawing page
<input type="checkbox"/>	<input type="checkbox"/>	Create custom stencils
<input type="checkbox"/>	<input type="checkbox"/>	Create your own shapes
<input type="checkbox"/>	<input type="checkbox"/>	Modify the ShapeSheet
<input type="checkbox"/>	<input type="checkbox"/>	Create and apply custom themes
<input type="checkbox"/>	<input type="checkbox"/>	Create a custom template
<input type="checkbox"/>	<input type="checkbox"/>	Link a file to a Visio drawing
<input type="checkbox"/>	<input type="checkbox"/>	Use Visio drawings in other programs

If you answered NO to three or more of these questions, you should attend this class.

Advanced Microsoft Visio (1 Day) ST85059

KEY TOPICS:

I. Working with Shapes

- A. Selecting Shapes
- B. Resizing Shapes
- C. Moving and Positioning Shapes
- D. Rotating Shapes
- E. Connection Points
- F. Using Guides

II. Working with Stencils

- A. Creating A Custom Stencil
- B. Modifying and Creating Shapes

III. Working with Themes

- A. Applying and Removing a Theme
- B. Creating a Custom Theme
- C. Copying a Custom Theme
- D. Editing and Deleting a Custom Theme
- E. Using Layers

IV. Working with ShapeSheets

- A. Opening a ShapeSheet
- B. Viewing Formulas
- C. Modifying the ShapeSheet

V. Working with Templates

- A. Creating Custom Templates
- B. Accessing Custom Templates
- C. Linking Files to Visio

VI. Tips and Tricks

- A. Find and Download Shapes Online
- B. Offsetting Shapes
- C. Using Visio Drawings in Other Programs
- D. Linking a Shape or Drawing to

Another Application

E. Basic Function Keyboard Shortcuts

F. Text Formatting Keyboard Shortcuts