

Microsoft Office Visio 2007 - Level 2

Course Length: 1 Day

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Visio 2007.

Prerequisites

Microsoft Office Visio 2007 - Level 1

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Create, apply, and modify custom styles
- Create custom stencils and templates, and modify master shapes
- Create custom layers, manage existing layers, and assign shapes to drawing layers
- Create, assign, and edit background pages
- Learn about the options for shape behaviours and shape protection, and use hyperlinks
- Use the techniques involved in manipulating shapes with the shape operation commands
- Enter custom shape data and define custom fields using different methods
- Learn about the options for importing and exporting Visio data to and from Excel, creating PivotDiagrams, and integrating Visio drawings into PowerPoint, as well as document protection features

Course Content

Styles

Applying Styles ; Creating New Styles ; Modifying Styles ; Managing Styles ;

Stencils and Templates

Working with Stencils ; Managing Master Shapes ; The Document Stencil ; Working with Templates ;

Layers

Overview ; Creating Layers ; Assigning Shapes to Layers ; Removing Layers ; Renaming Layers ;

Background Pages

Overview ; Creating Background Pages ; Assigning Background Pages ; Editing Background Pages ; Deleting Background Pages ;

Shape Behaviour

Understanding Shape Behaviours ; Working with Hyperlinks ; Protecting Shapes ;

Shape Operations

Overview ; Manipulating Shapes ;



Custom Fields

Overview ; Viewing and Entering Custom Shape Data ; Creating Custom Fields ; Using the Document Stencil to Define Custom Fields ; Using Master Shapes to Define Custom Fields ; Editing Custom Fields in the ShapeSheet ;

Supplementary Topics

Generating Reports in Visio and Excel ; Importing Data onto Shapes ; Creating PivotDiagrams ; Integrating Visio with PowerPoint ; Document Protection ;

