

Microsoft Visio 2016 Advanced

Duration: 1 Day

On completion of this Visio course delegates will be able to use the advanced features of Visio.

Working with Pictures and Objects

- Inserting Excel Charts, logos, photographs

Scaled Drawings

- How to set up and use a scaled drawing

Layered Drawings

- Creating drawing layers
- Displaying different layers

Styles

- Creating and applying sets of formats

Templates

- Creating and using template drawing files

Working with Stencils and Master Shapes

- Creating custom stencils
- Using the Favourites stencil
- Editing stencils
- Creating custom master shapes
- Protecting shapes
- Changing shape behaviour
- Options for layout and routing in flowcharts

Shape Data

- Editing existing properties in a shape
- Creating custom shape data properties
- Adding custom shape data to master shapes
- Exporting property information to Excel
- Linking data to Excel spreadsheets
- Creating Data Graphics

ShapeSheets

Viewing properties in ShapeSheets