

Microsoft Visio 365 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 pictures
- Inserting objects

Scaled Drawings

- How to set up and use a scaled drawing

Layered Drawings

- Introduction to layers
- Assigning a shape to an existing layer
- Viewing the layer properties
- Showing and hiding layers
- Creating a new layer
- Removing a Layer
- Drawing explorer window

Styles

- Creating and applying sets of formats

Templates

- Creating and using template drawing files

ShapeSheets

- Viewing properties in ShapeSheets

Working with Stencils and Master Shapes

- Creating custom stencils
- Using the favourites stencil
- Editing stencils
- Creating custom master shapes
- Protecting shapes
- Changing shape behaviour
- Working with the document stencil

Layouts and Routing

- Options for layout and routing in flowcharts

Shape Data

- Viewing 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