Microsoft Visio – Level 2 & 3 / Advanced

Duration: 1 Day

Course Description

More advanced aspects of working with Visio including different shapes, diagrams, charts, create custom shapes and stencils, use styles, connect to external data sources, set custom properties and pivot diagrams

Course Content

Creating Workflow Diagrams
- Creating a Workflow Diagram
- Adding Shapes
- Importing SharePoint Workflows
- Exporting Workflows to SharePoint

Creating Process Diagrams
- Creating a Process Diagram
- Adding Shapes
- Creating New Sub processes
- Linking Sub processes
- Editing Sub Process Links

Creating Cross-Functional Flowcharts
- Creating a Cross-Functional Flowchart
- Adding Swimlanes and Separators
- Adding Shapes
- Changing Diagram Orientation and Direction
- Modifying Swimlane Margins
- Choosing a Flowchart Style

Creating Organization Charts
- Creating an Organization Chart Manually
- Creating an Organization Chart with the Wizard
- Adding Shapes Adding Images
- Changing the Shape Style
- Modifying the Layout
- Modifying Positioning
- Comparing Charts

Creating Gantt Charts
- Creating the Gantt Chart
- Entering Tasks, Dates, and Durations
- Adding Rows and columns
- Configuring Working Time

Adding Legends
- Adding a Legend
- Editing Legend Text
- Adding Shapes to a Legend
- Removing a Legend

Getting Started with Pivot Diagrams
- Creating a Pivot Diagram
- Adding Categories and totals
- Showing and Hiding PivotDiagram Elements

- Applying and moving Shapes
- Collapsing and Expanding Shapes
- Promoting and Demoting Shapes
- Merging and Unmerging Shapes

Working with Pivot Diagrams
- Changing the Direction of the Diagram
- Aligning Shapes in the Diagram
- Using the Re-Layout Command
- Editing Data for Individual Shape

Creating a Template
- Creating a New Template
- Saving a Template File
- Using a Template
- Editing a Template

Create Custom Stencils
- Creating a New Stencil
- Adding Shapes to Stencils
- Removing Shapes from Stencils
- Saving Stencils

Creating Shape Reports
- Viewing Existing Reports
- Creating a New Report
- Modifying Reports
- Deleting Reports