

## Microsoft Visio Advanced

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**Aim:** By the end of this one day training course you will be able to use layers, work with advanced diagrams and use data sources.

### Course Objectives

#### Creating Technical Layouts

- Understanding Layers
- Creating, Removing and Renaming Layers
- Setting Layer Properties
- Controlling Shape Placement
- Setting a Drawing Scale
- Working with Building Plan Layouts
- Drawing with Precision
- Using Perspective
- Working with Area Measurements

#### Exploring Advanced Diagrams

- Create work flow diagrams
- Create Fishbone (Cause and Effect) diagrams
- Use Calendars, Gantt and PERT charts
- Create easy-to-read maps and route directions

#### Diagramming and Data

- Adding Shape Data
- Creating Custom Properties
- Generating Property Reports
- Importing and Exporting Data
- Working with Data Sources
- The Database Wizard

#### Advanced Custom Shape Design

- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes
- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil