ZEPHYΓ

1 day course

Who should attend?
This course is intended for participants who are familiar with Microsoft Visio 2010.

Prerequisites
Microsoft Visio 2010 Level 1

Course Objectives
Upon completion of the course, participants will be able to accomplish the following:
- 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.
- Manage options for shape behaviours, apply 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.
- Import and export Visio data to and from Excel, create PivotDiagrams, and integrate Visio drawings into PowerPoint, as well as apply document protection features.

Course Content
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 and 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