

Microsoft Visio 2010 Advanced

Course length

1 day

Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes the delegate has completed the Visio Introduction course or has equivalent knowledge. The recommended maximum is 8 delegates.

What will I learn?

On completion of the course delegates will be able to:

- Understand what Visio is used for and how to start and close Visio
- Create advanced flowcharts such as workflow diagrams and cross-functional flowcharts
- Use the ShapeSheet spreadsheet, edit the values of properties, and use functions
- Use shape operation commands, control handles, and custom properties to control the behaviour of shapes
- Create a layer, add shapes to it, delete a layer, and set layer properties such as colour, lock, and active.
- Embed and link objects, modify the embedded and linked objects, convert files to an HTML format, embed drawings in PowerPoint, and build presentations in Visio
- Link a shape with a database and update and link a database and a drawing.

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

Course contents

Advanced flowcharts

Flowchart options
Work flow diagrams
Cross-functional flowcharts

Using formulas

Introduction to the ShapeSheet spreadsheet
Designing formulas

Using layers

Introducing layers
Modifying layers

Controlling shape behaviour

Using shape operation commands
Using control handles
Using custom properties

Working with linked data

Connecting to other data sources
Modifying linked data

Working with OLE objects

Placing objects in ms word
Modifying the OLE objects
Converting drawings to html files
Building PowerPoint presentations

How do I book?



Call us now on 020 8658 6994



Email us at admin@alphatraining.com



Download our public course schedule