

Visio 2007 Level 2

1-day course
Course Code: F172

Who should attend? This course is intended for participants who are familiar with Visio 2007.

Prerequisites Visio 2007 Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Create, apply, and modify custom styles
- 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
- Learn about the options for shape behaviors and shape protection, and use hyperlinks
- Use the techniques involved in manipulating shapes with shape operation commands
- Enter custom property data and define custom properties using different methods
- Learn about the options for importing and exporting Visio data to and from Excel; Creating PivotDiagrams and integrating Visio drawings into PowerPoint, as well as document protection features

Course Content

Styles
Applying Styles; Creating New Styles; Modifying Styles; Managing Styles

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 Background Pages; Deleting Background Pages

Shape Behaviors
Shape Behaviours; Hyperlinks; Protecting Shapes

Shape Operations
Overview; Manipulating Shapes

Custom Fields
Overview; Viewing and Entering Custom Property 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 Property Reports in Visio and Excel; Importing Data onto Shapes; Creating PivotDiagrams; Integrating Visio with PowerPoint; Document Protection
