

Visio - Advanced

Overview of Intro Topics

Advanced Organization Charts

- Using The Page Layout Wizard
- Importing Graphics
- Creating Entire Groups
- Overriding The Layout
- Managing Detail
- Custom Properties
- Organization Chart Wizard
- Using The Sample Spreadsheet
- Updating The Chart With The Wizard

Creating Custom Stencils

- Creating New Shapes
- Adding Shapes To The Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving & Using The Stencil

Customizing Visio

- Working with Toolbars & Windows

Using the Drawing Tools

- Drawing Basics
- Advanced Drawing Techniques

Custom Shapes

- Using Custom Shapes
- Using Custom Shapes in a Drawing

Advanced Stencil Techniques

- Custom Stencils
- Customizing Stencil Masters
- The Document Stencil

Linking

- Linking Diagrams
- Linking To Other Pages & (Multiple Files)
- Creating An Off-Page Reference
- Creating Hyperlinks
- Sharing Your Work
- Object Linking and Embedding
- Working with External Data
- Creating HTML Documents

Templates, Styles, and Layers

- Working with Templates
- Formatting and Linking Shapes
- Layer

Creating Custom Stencils

- Creating New Shapes
- Adding Shapes To The Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving & Using The Stencil

