

Grapevine Computing

Microsoft Visio - Customise Plans and Share Information

Duration: One Day

Overview: This course builds on the previous course and guides you through the process of creating custom elements and a custom templates as well as representing external data as a drawing, and share your work with others. Delegates will learn how to create custom shapes, stencils, design floor plans and design styles and stencils.

Who should attend: Delegates should be familiar with the concept covered in the previous course and have an understanding of basic workflows and the concept of end to end flowcharting.

Content

Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

Designing a Custom Stencil

- Create a Custom Stencil
- Customise a Stencil Master

Styles and Templates

- Define a New Style
- Create a Template

Designing a Floor Plan

- Create an Office Layout
- Work with Layers

Representing External Data in Visio

- Generate a PivotDiagram
- Create an Organization Chart from External Data
- Import Project Plan Data into Visio
- Link to a Database
- Import Excel Data

Sharing Your Drawings

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to Other File Formats
- Print a Visio Drawing