Course : Visio 2013/2010, advanced

Practical course - 2d - 14h00 - Ref. SIO
Price : 1380 CHF E.T.

★★★★★ **5 / 5**

You will acquire advanced knowledge of Visio 2013/2010. On completion, you will be able to create and publish all types of professional diagrams and schematics. You will also have learned how to take advantage of the software's features to optimize the time spent on your graphic creations.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Customize the graphical interface
- ✓ Create custom shapes
- ✓ Create, modify and protect layers
- ✓ Structure diagrams with containers, lists and legends
- ✓ Incorporating external elements into a diagram
- ✓ Creating hypertext links

Intended audience

Human resources, sales, marketing, administration, finance, project managers, etc.

Prerequisites

Good knowledge of basic Visio 2013/2010 tools. Or knowledge equivalent to that provided by the course " Visio 2013/2010, getting started" (ref. VSI).

Practical details

Hands-on work
Handling computer tools.

Course schedule

PARTICIPANTS
Human resources, sales, marketing, administration, finance, project managers, etc.

PREREQUISITES
Good knowledge of basic Visio 2013/2010 tools. Or knowledge equivalent to that provided by the course " Visio 2013/2010, getting started" (ref. VSI).

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Optimize interface and tools

- Master the Visio interface and tools.
- Customize the Ribbon and Quick Access toolbar.
- Configure rulers, grids and page layouts
- Use 'Visio Supplements' templates.
- Connections and connection points.

Exercise
Set display parameters, create a document, insert and manipulate shapes and templates. Insert text, formatting and visual effects.

2 Create shapes, templates and models

- Create custom shapes.
- Use the 'Developer' tab.
- Protecting shapes.
- Create templates and add shapes.
- Create a custom template.

Exercise
Create and protect custom shapes. Create custom templates.

3 Creating and using layers

- The benefits of layers.
- Create one or more layers.
- Associate shapes with layers.
- Master layer properties.

Exercise
Create layers and associate shapes. Protect layers and modify their properties.

4 Structuring your diagrams

- Use containers to organize shapes into visual groups.
- Structure diagrams using containers and lists.
- Insert titles, captions and annotations.

Exercise
Create a diagram using containers, lists and legends.

5 Form data and external links

- Associate data with shapes.
- Use the 'Shape data' window.
- Link shapes to external data.
- Insert a data graph.
- Use the 'Report' tool.

Exercise
Associate data with shapes. Link shapes to an external database. Update and create reports.

(**6**) **Mastering professional diagrams**

- Create a functional cross-flow diagram.
- Structure the diagram using lists and sub-processes.
- Simple and detailed network diagrams.
- Master hierarchical organization charts.

Exercise
Create flow, network and flowchart diagrams.

(**7**) **External objects and collaborative working**

- Incorporate external elements.
- Create hypertext links.
- Collaborate using the 'Comments pane'.
- Publish diagrams on the Web and in PDF format.

Exercise
Create links, add comments and publish a diagram.