

VISIO 2013: LEVEL 2

Available Dates: **Jan 22, Feb 20, Mar 28, Apr 15, May 14, Jun 12**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course aims to take those users who are familiar with the basic concepts of Microsoft Visio and boost their skills to the advanced level through the study of these 12 modules.

Students will cover a wide range of features that are a part of Visio to help them get the most out of it. This training package covers: Doing More with Shapes, Working with Containers, Adding Callouts, Using Layers, Linking Data to Shapes, Using Data Graphics, Creating Process Diagrams, Creating Cross-Functional Flowcharts, Creating Organization Charts, Doing More with Organization Charts, Creating Workflow Diagrams, and Creating Gantt Charts.

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Unit 1: Doing More with Shapes

Topic A: Using Paste Special

Topic B: Inserting a Field

Topic C: Adding Screen Tips

Topic D: Adding Hyperlinks

Unit 2: Working with Containers

Topic A: Adding a Container

Topic B: Adding Shapes to a Container

Topic C: Removing Shapes from a Container

Topic D: Changing the Style of a Container

Topic E: Resizing a Container

Topic F: Disbanding the Container

Unit 3: Adding Callouts

Topic A: Inserting a Callout

Topic B: Moving a Callout

Topic C: Changing the Position of the Callout line

Topic D: Resizing a Callout

Topic E: Changing the Callout Style

Unit 4: Using Layers

Topic A: Adding a Layer

Topic B: Showing and Hiding Layers

Topic C: Activating a Layer

Topic D: Preserving Group Member Layers

Topic E: Coloring Layers

Topic F: Locking Layers

Unit 5: Linking Data to Shapes

Topic A: Manually Adding Data with the Shape Data Window

Topic B: Manually Linking Shape Data

Topic C: Automatically Linking Shapes to Data

Topic D: Refreshing the Data Source

Topic E: Removing Data Links

Unit 6: Using Data Graphics

Topic A: Inserting Data Graphics

Topic B: Creating Custom Data Graphics

Topic C: Editing Data Graphics

Topic D: Removing Data Graphics

Unit 7: Creating Process Diagrams

Topic A: Creating a Process Diagram

Topic B: Adding Shapes
Topic C: Creating New Subprocesses
Topic D: Linking Subprocesses
Topic E: Editing Sub-Process Links
Topic F: Checking the Diagram for Errors

Unit 8: Creating Cross-Functional Flowcharts
Topic A: Creating a Cross-Functional Flowchart
Topic B: Adding Swimlanes and Separators
Topic C: Adding Shapes
Topic D: Changing Diagram Orientation and Direction
Topic E: Modifying Swimlane Margins
Topic F: Choosing a Flowchart Style

Unit 9: Creating Organization Charts
Topic A: Creating an Organization Chart Manually
Topic B: Creating an Organization Chart with the Wizard
Topic C: Adding Shapes
Topic D: Adding Images
Topic E: Changing the Shape Style

Unit 10: Doing More with Organization Charts
Topic A: Modifying the Layout
Topic B: Changing the Spacing
Topic C: Modifying Positioning
Topic D: Creating and Using a Synchronized Copy
Topic E: Comparing Charts

Unit 11: Creating Workflow Diagrams
Topic A: Creating a Workflow Diagram
Topic B: Adding Shapes
Topic C: Importing SharePoint Workflows
Topic D: Exporting Workflows to SharePoint
Topic E: Creating Sate Outlines

Unit 12: Creating Gantt Charts
Topic A: Creating the Gantt Chart
Topic B: Entering Tasks, Dates, and Durations
Topic C: Adding Rows
Topic D: Adding Columns
Topic E: Configuring Working Time