

Learn advanced techniques to create Visio diagrams including advanced flow-charting tools. Learn to create custom shapes and stencils and edit Master shapes. Learn about shape operations, locking shapes, and running a Shapes Report. Learn to create array shapes and use styles. Learn to create Visio templates and share Visio diagrams with other applications. Learn to create an Organization Chart based on Excel data, and how to link spreadsheet data to Visio shapes.

Module 1 – Advanced Flow-Charting tools

- Using the Process Ribbon Tab Options
- Creating a Cross-functional Flowchart
- Modifying Swimlanes
- Creating Subprocesses *
- Connecting Flowcharts across Multiple Pages
- Using Diagram Validation *

Module 2 – Managing Visio Shapes & Stencils

- Creating a Custom Stencil
- Creating Your Own Shapes
- Adding Graphics as Custom Shapes
- Applying Shape Effects
- Applying Quick Styles to Shapes
- Using Shape Operations
- Defining Custom Shape Properties
- Editing Master Shapes
- Locking Shapes
- Displaying and Using the Shapheet
- Running Standard Shape Reports

Module 3 – Advanced Diagramming Tools

- Creating Array Shapes
- Managing Layers
- Using Containers, Callouts, and Screentips
- Applying Styles to Text Objects
- Creating a Theme of Your Own
- Creating Visio Templates

Module 4 – Using Visio with Other Applications

- Creating an Organization Chart from Excel Data
- Linking the Organization Chart to the Data *
- Using Data Graphics and Legends *
- Generating Shape Reports in other Formats
- Embedding Visio Drawings in other Applications
- Inserting Linked Visio Drawings in other Applications
- Reducing Visio File Size
- Removing Personal Information
- Exporting Visio Drawings as PDF Files

* *Visio Professional Only*