



MICROSOFT VISIO ADVANCED

COURSE OUTLINE



01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This advanced course is designed for professionals, project managers, business analysts, and individuals who have basic knowledge of Microsoft Visio and want to deepen their skills

Pre-Requisites:

Participants should have completed an introductory Microsoft Visio course or have equivalent basic knowledge. Familiarity with creating basic diagrams and navigating the Visio interface is expected

Course Objectives:

By the end of this advanced one-day course, participants will have acquired comprehensive skills in leveraging the advanced features of Microsoft Visio for creating intricate diagrams and visualizations across various professional scenarios

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- Mastering Shape Operations
- Advanced techniques for manipulating shapes.
- Grouping, ungrouping, and combining shapes for complex visuals.
- Advanced Formatting and Styling
- Fine-tuning shape formatting options.
- Creating and applying custom themes.
- Data Linking and Dynamic Diagrams
- Linking shapes to external data sources.
- Creating dynamic and data-driven visualizations.
- Advanced Connector Techniques
- Exploring advanced connector types.
- Customizing connector behavior and appearance.
- Custom Shape Creation
- Creating custom shapes and stencils.
- Using ShapeSheet for advanced customization.
- Advanced Layout and Distribution
- Utilising advanced layout options.





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- Distributing shapes evenly and precisely.
- Cross-Functional Flowcharts and Swimlanes
- Creating cross-functional flowcharts.
- Implementing swimlanes for process visualization.
- Floor Plans and Space Management
- Designing floor plans with Visio.
- Managing space and layout for architectural diagrams.
- Advanced Collaboration Features
- Co-authoring and version control in Visio.
- Commenting and reviewing diagrams collaboratively.
- Visio Add-ins and Integrations
- Exploring and utilising Visio add-ins.
- Integrating Visio with other applications and services.
- Advanced Printing and Exporting Options
- Configuring print settings for complex diagrams.
- Exporting diagrams with advanced settings.

