

## MICROSOFT VISIO 2013 ADVANCED TRAINING COURSE

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Microsoft  
Visio 2013  
Advanced



**COURSE LENGTH: 1.0 DAYS**

The Microsoft Visio 2013 Advanced is designed to help you achieve expertise in using the various advanced features of the application such as website mapping, integrating Visio with other MS Office programs, building technical layouts, performing special drawing operations and more.

The PD Training Microsoft Visio 2013 Advanced Training Course covers topics such as creating technical layouts, custom themes, custom shapes, importing and exporting XML data and much more.

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## MICROSOFT VISIO 2013 ADVANCED TRAINING COURSE COURSE OUTLINE

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### FOREWORD

This Visio 2013 Advanced training course builds on the concepts and skills taught in [Visio 2013: Essentials](#). Participants will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams.

They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

### Prerequisites:

[Visio 2013: Essentials](#) or equivalent experience.

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### OUTCOMES

#### In this course participants will learn to:

- ▶ Use Paste Special
  - ▶ Add and Remove shapes from a container
  - ▶ Change the style, Resize and Disband a container
  - ▶ Adding Callouts
  - ▶ Use Layers
  - ▶ Link Data to Shapes
  - ▶ Use Data Graphics
  - ▶ Create Process Diagrams
  - ▶ Create Cross-Functional Flowcharts
  - ▶ Change diagram orientation and direction
  - ▶ Choose a flowchart style
  - ▶ Create an organisation chart manually
  - ▶ Create an organisation chart with the wizard
  - ▶ Create and use a synchronised copy of charts
  - ▶ Creating Workflow Diagrams
  - ▶ Import SharePoint workflows
  - ▶ Export workflows to SharePoint
  - ▶ Create stage outlines
  - ▶ Create the Gantt chart
  - ▶ Enter tasks, dates, and durations
  - ▶ Add rows and columns
  - ▶ Configure working time
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## MODULES

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### Lesson 1: Doing More with Shapes

- ▶ Using Paste Special
- ▶ Inserting a Field
- ▶ Adding ScreenTips
- ▶ Adding Hyperlinks
- ▶ Review Questions

### Lesson 2: Working with Containers

- ▶ Adding a Container
- ▶ Adding Shapes to a Container
- ▶ Removing Shapes from a Container
- ▶ Changing the Style of the Container
- ▶ Resizing a Container
- ▶ Disbanding the Container
- ▶ Review Questions

### Lesson 3: Adding Callouts

- ▶ Inserting a Callout
- ▶ Moving a Callout
- ▶ Changing the Position of the Callout Line
- ▶ Resizing a Callout
- ▶ Changing the Callout Style
- ▶ Review Questions

### Lesson 4: Using Layers

- ▶ Adding a Layer
- ▶ Showing and Hiding Layers
- ▶ Activating a Layer
- ▶ Preserving Group Member Layers
- ▶ Coloring Layers
- ▶ Locking Layers
- ▶ Review Questions

### Lesson 5: Linking Data to Shapes

- ▶ Manually Adding Data with the Shape Data Window
- ▶ Manually Linking Shape Data
- ▶ Automatically Linking Shapes to Data
- ▶ Refreshing the Data Source
- ▶ Removing Data Links
- ▶ Review Questions

### Lesson 6: Using Data Graphics

- ▶ Inserting Data Graphics
- ▶ Creating Custom Data Graphics
- ▶ Editing Data Graphics
- ▶ Removing Data Graphics
- ▶ Review Questions

### Lesson 7: Creating Process Diagrams

- ▶ Creating a Process Diagram
- ▶ Adding Shapes
- ▶ Creating New Sub-processes
- ▶ Linking Sub-processes
- ▶ Editing Sub-process Links
- ▶ Checking the Diagram for Errors
- ▶ Review Questions

### Lesson 8: Creating Cross-Functional Flowcharts

- ▶ Creating a Cross-Functional Flowchart
- ▶ Adding Swimlanes and Separators
- ▶ Adding Shapes
- ▶ Changing Diagram Orientation and Direction
- ▶ Modifying Swimlane Margins
- ▶ Choosing a Flowchart Style
- ▶ Review Questions

### Lesson 9: Creating Organisation Charts

- ▶ Creating an Organisation Chart Manually
- ▶ Creating an Organisation Chart with the Wizard
- ▶ Adding Shapes
- ▶ Adding Images
- ▶ Changing the Shape Style
- ▶ Review Questions

### Lesson 10: Doing More with Organisation Charts

- ▶ Modifying the Layout
- ▶ Changing the Spacing
- ▶ Modifying Positioning
- ▶ Creating and Using a Synchronised Copy
- ▶ Comparing Charts
- ▶ Review Questions

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## Lesson 11: Creating Workflow Diagrams

- ▶ Creating a Workflow Diagram
- ▶ Adding Shapes
- ▶ Importing SharePoint Workflows
- ▶ Exporting Workflows to SharePoint
- ▶ Creating Stage Outlines
- ▶ Review Questions

## Lesson 12: Creating Gantt Charts

- ▶ Creating the Gantt Chart
- ▶ Entering Tasks, Dates, and Durations
- ▶ Adding Rows
- ▶ Adding Columns
- ▶ Configuring Working Time
- ▶ Review Questions

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)