



COURSE CONTENT
MS VISIO INTERMEDIATE
DURATION: 1 DAY

Overview

CONTENTS

1. Create a basic flowchart
2. What the flowchart shapes represent
3. Create a flowchart
4. Print a large flowchart
5. Create a block diagram
6. Create a block diagram
7. Make block shapes flow into one another
8. Create a block diagram with perspective
9. Orient a shape to a different vanishing point in a perspective diagram
10. Change the depth of a block perspective shape
11. Delete a vanishing point from a perspective diagram
12. Hide a vanishing point in a perspective diagram
13. Create a value stream map
14. Create a value stream map
15. Create an organization chart
16. Create a simple organization chart
17. Automatically create an organization chart from a new data file
18. Automatically create an organization chart by using an existing data source
19. Show teams by using the Team Frame or dotted lines
20. Update generated organization charts
21. Create and link a synchronized copy of shapes
22. Add a hyperlink
23. Add a hyperlink to an existing shape
24. Follow a hyperlink
25. Change or delete a hyperlink
26. Import and export timeline data between Visio and Project
27. Import data from Project into a Visio timeline
28. Export timeline data from Visio to Project

The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.