

## Visio 2016 Advanced

**Length:** 1 Day

**Summary:** To learn how to work with multiple pages, backgrounds, styles, master shapes, shape sheets, layers and templates.

**Experience Needed:** Delegates should be thoroughly conversant with the skills and concepts covered in the introduction course.

**Who Should Attend:** Delegates who would like to gain a more in-depth understanding of Microsoft Visio basic features and functionality.

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### COURSE CONTENT

#### 1: CREATING AND MODIFYING STYLES

- Applying Styles
- Creating a Template

#### 2: WORKING WITH STENCILS AND MASTER SHAPES

- Creating a Stencil
- Creating a Master Shape
- Protecting Shapes and Documents
- Changing Shape Behavior
- Using Automatic Layout

#### 3: MERGING SHAPES

- Using the Union Command
- Using the Subtract Command
- Using the Fragment Command
- Using the Combine Command
- Using the Intersect Command

#### 4: USING BACKGROUND PAGES

- Creating a Background Page
- Assigning a Background Page
- Displaying and Modifying Background and Foreground Pages

#### 5: WORKING WITH LAYERS

- Understanding Layers
- Creating a Layer
- Assigning a Shape to a Layer
- Displaying Individual Layers
- Setting Layer Properties
- Removing a Layer
- Pan & Zoom Window

#### 6: INSERTING PICTURES AND OBJECTS

- Inserting a Picture
- Inserting Fields
- Embedding an Object
- Linking an Object

#### 7: WORKING WITH SHAPESHEETS

- Understanding the ShapeSheet
- Changing ShapeSheet Properties

#### 8: USING SPECIAL FEATURES

- Viewing Custom Properties of a Shape
- Adding a Custom Property to a Shape
- Working with Hyperlinks
- Adding and testing a Hyperlink
- Using a Hyperlink in the full screen mode