Visio 2013 Level 2

Audience   This course is intended for the person who is very familiar with Windows features and is able to create, edit, and print drawings in Visio. This course is designed for those using Visio 2013 Professional.

Description   The course uses a combination of lecture, hands-on practice, and independent exercises to build on the fundamentals taught in Visio Level 1. Students will create and customize drawing layers; create complex shapes; create and edit formulas and functions; add predefined actions and custom shape behaviors; create custom stencils and templates; work with styles. Students will use new features to present or share diagrams in Presentation Mode and a browser.

Objectives   Upon successful completion of the class, students should be able to:

- Create, assign, and customize layers
- Add and modify dimension lines
- Create custom themes and templates
- Create and edit formulas using special drawing operations
- Add a predefined action and custom shape behavior to a shape
- Create block diagrams, flowcharts, organization charts, and project management diagrams
- Integrate Visio drawings with Office programs
- Create a program window and system diagram, create a database model diagram, and reverse engineer a table from an existing database
- Present diagrams online using Presentation Mode

Length   1 day

I. **Creating Technical Layouts**
   A. Layers
   B. Drawing scales
   C. Displaying shape dimensions

II. **Custom Themes and Templates**
   A. Custom Themes
   B. Custom Templates

III. **Custom Shapes and Stencils**
   A. Special drawing operations
   B. Shape behaviors
   C. Custom stencils

IV. **Business Diagrams and Web Site Mapping**
   A. Block, tree, and onion diagrams
   B. Flowcharts
   C. Organization charts
   D. Project management diagrams
   E. Web site maps

V.   Integrating Visio with Other Programs

    A. Integration with Word

    B. Integration with PowerPoint presentations

    C. Integration with Outlook

    D. Working with Web-enabling features

VI.   Software and Database Diagrams

    A. Documenting software systems

    B. Database model diagrams

VII.   Presenting Diagrams in Visio and HTML

    A. Using Presentation Mode

    B. Sharing diagrams using a browser