

Microsoft Visio 2003 Specialised

Overview

The skills and knowledge acquired in Microsoft Visio 2003 Specialised are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Visio 2003 Specialised is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Visio 2003 Specialised assumes the delegate has completed the Visio Fundamentals course or has equivalent knowledge.

Objectives

At the completion of Microsoft Visio 2003 Specialised you should be able to:

- Create advanced flowcharts such as workflow diagrams and cross-functional flowcharts
- Use the ShapeSheet spreadsheet, edit the values of properties, and use functions
- Use shape operation commands, control handles, and custom properties to control the behaviour of shapes
- Create a layer, add shapes to it, delete a layer, and set layer properties such as colour, lock, and active.
- Embed and link objects, modify the embedded and linked objects, convert files to an HTML format, embed drawings in PowerPoint, and build presentations in Visio
- Link a shape with a database and update and link a database and a drawing.

Course Duration is 1 Day

Course Code: V5M2

Topics

Advanced Flowcharts

Flowchart Options

Work Flow Diagrams

Cross-Functional Flowcharts

Using Formulas

Introduction To The Shape
Sheet Spreadsheet

Designing Formulas

Using Layers

Introducing Layers

Modifying Layers

Controlling Shape Behaviour

Using Shape Operation
Commands

Using Control Handles

Using Custom Properties

Working With Linked Data

Connecting to Other Data
Sources

Modifying Linked Data

Working With OLE Objects

Placing Objects In MS Word

Modifying The OLE Objects

Converting Drawings To
HTML Files

Building PowerPoint
Presentations