

# Microsoft Visio XP Specialised

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## Overview

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

## Target Audience

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

## Pre-requisites

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

## Objectives

At the completion of Microsoft Visio XP 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: V4M2

## 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