

# Course overview:

## Visio 2002 Professional:

### Advanced

(S310eng)



the courseware  
company

[www.courseware.co.uk](http://www.courseware.co.uk)  
[sales@courseware.co.uk](mailto:sales@courseware.co.uk)

## Overview and objectives

After completing this one-day course, students will know how to:

Create cross-functional flowcharts, apply a background to a flowchart, add text to a flowchart and format the layout, create custom colors and add shapes to a flowchart, complete the design of a cross-functional diagram, and use links to connect a shape to local files and Web pages.

Create and apply layers, draw shapes to scale, create precise shapes, and use the dimension feature to measure areas and shapes.

Link to a data source, work with data, and export data.

Use operation commands to modify shapes, reshape a drawing to create a custom shape, assign behavior properties to add functionality, and create and modify Master Shapes and Stencils.

Create a template and styles, save a template, and apply a template and styles.

Use Object Linking and Embedding to place and edit Visio drawing objects in other applications, save a drawing as an HTML file and a JPEG file, view a file as a presentation, and modify a Document Stencil

## Who should attend?

This course is for students who have basic understanding of Visio. Students will get the most out of this course if their goal is to become proficient in using advanced features of Visio such as cross-functional flowcharts, controlling drawings, and using OLE objects. Drawing experience is helpful, but not required.

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Students should also have completed Visio 2002 Professional: Basic or have equivalent experience.

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#### Advanced flowcharts

- Flowchart options • Work flow diagrams • Cross-functional flowcharts

#### Using formulas

- Introduction to the ShapeSheet spreadsheet • Designing formulas

#### Controlling shape behavior

- Using shape operation commands • Using control handles • Using custom properties

#### Using layers

- Introducing layers • Modifying layers

#### Working with OLE objects

- Placing objects in MS Word • Modifying the OLE objects • Converting drawings to HTML files • Building PowerPoint presentations

#### Working with linked data

- Connecting to other data sources • Modifying linked data

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