Warwickshire County Council

DOING MORE WITH MICROSOFT VISIO

Aim	To guide users through the creation of custom elements and a custom template, use external data and share your work with others.
Duration	3 hours
Objective	By the end of the course you will be able to: • Create an Organisation chart and simple flow chart • Create a custom shape • Design a custom stencil • Design styles and templates • Design a floor plan With specified examples and with reference to the training material as necessary
Audience	Those wishing to develop their knowledge of Microsoft Visio who have an understanding of basic workflows and the concept of end-to-end flowcharting.
Pre Requisites	A working knowledge of Microsoft Visio or prior attendance on the Up & Running course

Content

Building Diagrams
Creating Organisation Charts
Adding Multiple Shapes
Modifying Chart Layouts
Creating a Flowchart

Creating a Custom Shape
Draw Basic Shapes
Enhance Basic Shapes
Designing a Custom Stencil

Create a Custom Stencil
Customize a Stencil Master

Designing Styles and Templates
Define a New Style
Create a Template

Designing a Floor Plan
Create an Office Layout
Work with Layers

Sharing Your Drawings
Link a Visio Drawing to Other Applications
Convert a Visio Drawing to Other File Formats
Print a Visio Drawing

Learning Path	Up & Running with Microsoft Visio **Doing More with Microsoft Visio**

Working for Warwickshire