Course information for

Microsoft Visio Advanced

A premier Microsoft Visio training course from ZandaX

Microsoft Visio Advanced

What you'll learn

✓ Customizing Shapes and Stencils
 ★ Develop bespoke shapes, stencils and masters to standardise Visio usage
✓ Designing Styles and Templates
 ★ Standardise Visio's use by creating bespoke styles, themes and templates
✓ Designing Floor Plans
 ★ Use Visio�s floor plan templates and its specific shapes to produce plans
✓ Working with External Data
 ★ Understand the concepts and procedures needed to connect to other data sources
✓ Visio and other Programs
 ★ Understand and configure a Visio file to work alongside other applications
✓ Automating Visio Tasks
 ★ Create Macros to automate bespoke procedures in Visio and use ShapeSheets

What does our Visio Advanced course cover?

Become a Professional in Designing Graphics with Microsoft Visio

This course is for anyone who knows the basics of Visio, but wants to improve their capabilities, and their speed, in using the software.

We teach you the skills you need to create graphics at a faster pace than the basic user, saving time, reducing mistakes and enhancing quality.

Please note that the course assumes you have a full understanding of what's covered in the Introduction course.

This Microsoft Visio skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft visio skills?

Course content for Microsoft Visio Advanced

1 - Customizing Shapes and Stencils
» Creating Custom Shapes
» Shape Operation Commands
» Creating a Custom Stencil
» Editing Masters within a Stencil

2 - Designing Styles and Templates
» Creating a New Style
» Creating a Template

3 - Designing Floor Plans
» Setting Up an Office Layout
» Creating an Office Layout
» Working with Layers

4 - Working with External Data
» Creating an Organisation Chart using External Data
» Importing Project Planning Data (Gantt Chart)
» Linking Shapes to a Database
» Importing Data from Excel

5 - Visio and other Programs
» Linking to Microsoft Word
» Saving as a Web Page
» Saving in Other Formats

6 - Automating Visio Tasks
» Creating a Basic Macro in Visio
» Editing a Basic Macro in Visio
» Using ShapeSheets in Visio Diagrams

This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on
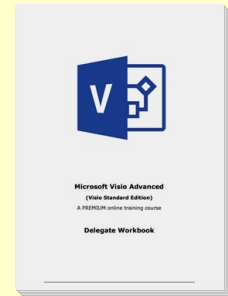
More about the ZandaX Microsoft Visio Advanced course

Increase Your Speed and Competency When Using Visio

If you want to produce graphics consistently and often, you need our Advanced course!

We start by showing you how to customize shapes and stencils, then how to create styles and templates, and save lots of time with your own library for future use. We then show you how to create a floor plan: a great use of Visio.

The second half of the course looks at how to use Visio with other packages, both importing data (like names in an organization chart) and exporting in different formats. We also show you how to use Macros to save incredible amounts of time.

When you have completed this course, you can be secure that whenever you need to design graphics using Visio, you'll have all bases covered!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate.   It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maxmize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate.   So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.