

## Visio 2016/2019 – Advanced Course («V3E»)

In this seminar, you will get to know the extended possibilities and subtleties of Visio. You create your own templates with background shapes and use layer, protection, style, behavior and data definitions.

**Duration:** 1 day

**Price:** 720.–

**Course documents:** Digicomp courseware

### Content

- Own templates
  - Planning and procedure concepts
  - Extensive drawing sheet options
  - Headers, footers, and entire forms
  - Storage of your own templates
  - External graphics
- Create your own shapes
  - Import shape drawings
  - Drawing tools for demanding shapes
  - Combining and assembling shapes
  - Create integrated connectors
  - Automatic labeling with field functions
  - Assign style sheets and designs
  - Provision of the shapes in stencils
- Using style sheets and designs
  - Opportunities to influence
  - Edit and create your own designs
  - Inherit properties
  - Own filling patterns, text types and line ends
  - Use of the Drawing Explorer
- Data fields
  - Use predefined and own data fields
  - Field functions for data fields
  - Defining and printing data field reports
  - Simple shapesheet formulas for data fields
  - Linking possibilities with an existing database
  - Create data graphics
  - Comment area
- Drawing to scale
  - Set drawing scale in drawing sheet
  - Dimension
  - Importing a drawing from a CAD program
- Drawings from several layers
  - Possible uses of layers
  - Working with layers
  - Automatic assignment of shapes to layers
- Visio drawings for MS-Office and Internet
  - Export to Word and Powerpoint
  - Create HTML and PDF files
  - The license-free Visio viewer

## Key Learnings

After attending this course you will get to know and understand Visio better. You will be able to create drawings linked to a database and create your own templates.

## Target audience

The advanced course is aimed at experienced Visio users who want to use the tool on a professional level and set it up for their individual needs.

## Requirements

Basic knowledge of Visio 2016/2019 is required. We recommend adequate knowledge or attendance of the following course:

- [Visio 2016/2019 – Basics \(«V3K»\)](#)

## Additional information

We offer participants the opportunity to choose between version 2016 and 2019 for the software. The course materials are based on version 2019. If required, the trainer will explain the differences between the versions.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-visio-20162019-advanced-course](http://www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-visio-20162019-advanced-course)