Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

# Visio 2013 Level 2
# Course Content

**Course Objectives:**

- Create custom stencils and templates, and modify master shapes.
- Create custom layers, manage existing layers, and assign shapes to drawing layers.
- Create, assign, and edit background pages.
- Manage options for shape behaviours, apply shape protection, and use hyperlinks.
- Use the techniques involved in manipulating shapes with the shape operation commands.
- Enter custom shape data and define custom fields using different methods.
- Import and export Visio data to and from Excel, create PivotDiagrams, integrate Visio drawings into PowerPoint, and apply document protection

*This course is for students who are familiar with Visio and want to use more advanced features such as Background Pages and Custom Shapes.*

**Course Content:**

| | |
|---|---|
| **Stencils and Templates** | Working with Stencils<br>Managing Master Shapes<br>Working with the Document Stencil<br>Working with Templates |
| **Layers** | Creating Layers<br>Assigning Shapes to Layers<br>Removing Layers<br>Renaming Layers |
| **Background Pages** | Creating & Assigning Background Pages<br>Editing & Deleting Background Pages |
| **Shape Behaviour & Operations** | Understanding Shape Behaviours<br>Working with Hyperlinks<br>Protecting & Manipulating Shapes |
| **Custom Fields** | Viewing & Entering Custom Shape Data<br>Creating Custom Fields<br>Editing Custom Fields in the ShapeSheet |
| **Supplementary Topics** | Generating Reports in Visio & Excel<br>Importing Data onto Shapes<br>Creating PivotDiagrams<br>Integrating Visio with PowerPoint<br>Document Protection |