



# Visio 2016 Level 2 Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

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