

# Visio: Advanced

**Category:** Microsoft Office, Microsoft Visio

## Course Duration

1 Day Classroom Training or Online

Our course timings are 09:30 - 16:30.

## Styles

- Applying Styles
- Working with Templates

## Stencils and Master Documents

- Creating a Stencil
- Creating a Master Document

## Protecting Shapes and Documents

- Changing Shape Behaviour
- Automatic Layouts
- Working with Shapes
- Using Combine
- Using Subtract
- Using Intersect
- Using the Fragment

## Background Pages

- Creating a Background Page
- Assigning a Background Page

## **Working with Layers**

- Understanding Layers
- Working with Layers
- Assigning a Shape to Layers

## **Pictures and Objects**

- Inserting a Picture
- Embedding an Object
- Linking Objects

## **Inserting Fields**

- Working with Shape Objects
- Changing Shape Properties
- Working with Hyperlinks

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

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