

# Visio 2010 Advanced Workshop

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The participants will learn how to use the advanced features of Visio 2010. This workshop is designed to teach you a basic understanding of Visio 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

This course will get the participants up and running with Visio 2010. We'll show them how to use the new interface, create drawings, add shapes, customize your screen for maximum productivity, and format their drawing.

## Workshop Objectives:

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- Understand advanced Visio definitions
- Create new drawings using a variety of templates
- Create and save a custom stencil
- Control shape placement on a drawing
- Use Quick Shapes
- Lock and protect shapes
- Understand the Layer Properties dialog box
- Activate a layer
- Assign color to a layer
- Add pages to a drawing
- Hyperlink between pages
- View area measurements
- Work with a Building Plan layout
- Understand how to use data with your drawings
- Modify ShapeSheet data
- Use a formula in the ShapeSheet



For more information on this workshop or to reserve your spot, please contact:

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