

VISIO Level 2



1: Doing More with Shapes

- Using Paste Special
- Inserting a Field
- Adding ScreenTips
- Adding Hyperlinks

2: Working with Containers

- Adding a Container
- Adding Shapes to a Container
- Removing Shapes from a Container
- Changing the Style of the Container
- Resizing a Container
- Disbanding the Container

3: Adding Callouts

- Inserting a Callout
- Moving a Callout
- Changing the Position of the Callout Line
- Resizing a Callout
- Changing the Callout Style

4: Using Layers

- Adding a Layer
- Showing and Hiding Layers
- Activating a Layer
- Preserving Group Member Layers
- Coloring Layers
- Locking Layers

5: Linking Data to Shapes

- Manually Adding Data with the Shape Data Window
- Manually Linking Shape Data
- Automatically Linking Shapes to Data
- Refreshing the Data Source
- Removing Data Links

6: Using Data Graphics

- Inserting Data Graphics
- Creating Custom Data Graphics
- Editing Data Graphics
- Removing Data Graphics

7: Creating Process Diagrams

- Creating a Process Diagram
- Adding Shapes
- Creating New Subprocesses
- Linking Subprocesses
- Editing Sub-process Links
- Checking the Diagram for Errors

8: Creating Cross-Functional Flowcharts

- Creating a Cross-Functional Flowchart
- Adding Swimlanes and Separators
- Adding Shapes
- Changing Diagram Orientation and Direction
- Modifying Swimlane Margins
- Choosing a Flowchart Style

9: Creating Organization Charts

- Creating an Organization Chart Manually
- Creating an Organization Chart with the Wizard
- Adding Shapes
- Adding Images
- Changing the Shape Style

10: Doing More with Organization Charts

- Modifying the Layout
- Changing the Spacing
- Modifying Positioning
- Creating and Using a Synchronized Copy
- Comparing Charts

11: Creating Workflow Diagrams

- Creating a Workflow Diagram
- Adding Shapes
- Importing SharePoint Workflows
- Exporting Workflows to SharePoint
- Creating Stage Outlines

12: Creating Gantt Charts

- Creating the Gantt Chart
- Entering Tasks, Dates, and Durations
- Adding Rows
- Adding Columns
- Configuring Working Time