

1. Formatting Shapes

1. Overview Of Formatting Shapes
2. Changing Shape Borders
3. Formatting With The Toolbar
4. Using The Format Painter
5. Adding Shadows To Shapes
6. Protecting Shapes

2. Working With Pages

1. Overview Of Working With Pages
2. Naming Pages
3. Inserting Pages
4. Changing Page Order
5. Page Orientation
6. Rotating Pages
7. Setting A Background
8. Centring Content On A Page
9. Deleting Pages

3. Styles

1. Overview Of Styles
2. Redefining Existing Styles
3. Changing The Connector Style
4. Defining A New Style
5. Applying A Style
6. Basing One Style On Another
7. Partial Styles
8. Deleting Styles

4. Linking And Embedding

1. Overview Of Linking And Embedding
2. Using The Insert Menu
3. Using Copy And Paste
4. Using Paste Special
5. Managing Links

5. Hyperlinks

1. Overview Of Hyperlinks
2. Hyperlinks In Visio
3. External Hyperlinks

4. Hyperlinks To Visio
5. Managing Hyperlinks

6. Organisation Charts

1. Overview Of Organisation Charts
2. Adding Single Shapes
3. Adding Multiple Shapes
4. Creating A Team
5. Adding Text To Shapes
6. Adding A Title
7. Converting A Shape
8. Changing Layout And Spacing
9. Changing The Order Of Shapes

7. Organisation Chart Techniques

1. Overview Of Organisation Chart Techniques
2. Selecting A Theme
3. Locating A Person
4. Custom Properties
5. Creating Custom Properties

8. Organisation Chart Data

1. Overview Of Organisation Chart Data
2. Exporting Data
3. Creating Charts From Spreadsheets
4. Comparing Versions
5. Updating Versions
6. Chart Synchronisation

9. Layers

1. Layers
2. Drawing Scales
3. Precision Techniques
4. Dimensioning

10. Advanced Custom Shapes

1. Shape behaviours and events
2. Custom Stencils
3. Templates

11. Business Diagrams

1. Flow Charts
2. Project Management diagrams
3. Web Site Maps
4. Database Model Diagrams