

Lesson 1: Customizing Visio

Topic 1A: Working with Toolbars

Task 1A-1: Opening Toolbars

Task 1A-2: Dragging and Dropping Toolbars

Task 1A-3: Adding Commands to Toolbars

Topic 1B: Working with Windows

Task 1B-1: Working with Stencil Windows

Task 1B-2: Merging Visio Windows

Lesson 2: Using the Drawing Tools

Topic 2A: Drawing Basics

Task 2A-1: Drawing Closed Shapes

Task 2A-2: Drawing Lines and Arcs

Task 2A-3: Drawing Segmented Lines

Task 2A-4: Reshaping Lines

Topic 2B: Advanced Drawing Techniques

Task 2B-1: Drawing with Precision

Task 2B-2: Using Operation Commands

Lesson 3: Custom Shapes

Topic 3A: Using Custom Shapes

Task 3A-1: Creating a Custom Shape

Topic 3B: Using Custom Shapes in a Drawing

Task 3B-1: Enhancing a Drawing with Custom Shapes

Task 3B-2: Using the Maximum Graphx Logo Shape in a Drawing

Task 3B-3: Using Custom Shapes to Enhance Existing Shapes

Lesson 4: Advanced Stencil Techniques

Topic 4A: Custom Stencils

Task 4A-1: Creating a New Stencil

Task 4A-2: Adding Custom Shapes to a Stencil

Topic 4B: Customizing Stencil Masters

Task 4B-1: Editing Master Properties

Task 4B-2: Formatting a Master in a Stencil

Task 4B-3: Adding and Directing Connection Points

Task 4B-4: Applying Behaviors to a Custom Shape

Task 4B-5: Using the Maximum Graphx Master

Topic 4C: The Document Stencil

Task 4C-1: Retrieving Shapes from the Document Stencil

Lesson 5: Templates, Styles, and Layers

Topic 5A: Working with Templates

Task 5A-1: Creating a New Template

Task 5A-2: Using a Custom Template

Topic 5B: Formatting and Linking Shapes

Task 5B-1: Defining New Styles

Task 5B-2: Applying and Editing Styles

Task 5B-3: Adding Links to Shapes

Topic 5C: Layers

Task 5C-1: Viewing Layer Properties

Task 5C-2: Manipulating Layers

Lesson 6: Sharing Your Work

Topic 6A: Object Linking and Embedding

Task 6A-1: Placing a Visio Drawing in MS Word

Task 6A-2: Updating the Calendar

Topic 6B: Working with External Data

Task 6B-1: Preparing Shapes in the Document Stencil

Task 6B-2: Using the Database Wizard

Task 6B-3: Distributing Information in a Linked Network Diagram

Topic 6C: Creating HTML Documents

Task 6C-1: Preparing a Drawing for the Web

Task 6C-2: Saving the Timeline as a Web Page

Topic 6D: Printing Techniques

Task 6D-1: Using the Print Preview Feature

Task 6D-2: Working with Page Breaks