

Microsoft® Visio® 2010: Level 2



Course Specifications

Course number: 84599

Course length: 1 day

Course Description

Course Objective: You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Target Student: This course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites: To ensure your success, it is recommended that you take the following course: Microsoft® Visio® 2010: Level 1.

Course Objectives

Upon successful completion of this course, students will be able to:

- create a custom shape.
- design a custom stencil.
- design styles and templates.
- design a floor plan.
- represent external data in Visio.
- share your work.

Course Content

Lesson 1: Creating a Custom Shape

Topic 1A: Draw Basic Shapes

Topic 1B: Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

Topic 2A: Create a Custom Stencil

Topic 2B: Customize a Stencil Master

Lesson 3: Designing Styles and Templates

Topic 3A: Define a New Style

Topic 3B: Create a Template

Microsoft® Visio® 2010: Level 2



Lesson 4: Designing a Floor Plan

Topic 4A: Create an Office Layout

Topic 4B: Work with Layers

Lesson 5: Representing External Data in Visio

Topic 5A: Generate a PivotDiagram

Topic 5B: Create an Organization Chart from External Data

Topic 5C: Import Project Plan Data into Visio

Topic 5D: Link to a Database

Topic 5E: Import Excel Data

Lesson 6: Sharing Your Drawings

Topic 6A: Link a Visio Drawing to Other Applications

Topic 6B: Convert a Visio Drawing to Other File Formats

Topic 6C: Print a Visio Drawing