Microsoft® Office Visio® Professional 2007: Level II

Course Summary

Description

Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Objectives

At the end 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 drawings.

Topics

- Creating a Custom Shape
- Designing a Custom Stencil
- Designing Styles and Templates
- Designing a Floor Plan
- Representing External Data in Visio
- Sharing Your Work

Audience

This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites

Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft® Office Visio® Professional 2007: Level 1. Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Duration

One day

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Course Outline

I. Creating a Custom Shape
- A. Draw Basic Shapes
- B. Enhance Basic Shapes

II. Designing a Custom Stencil
- A. Create a Custom Stencil
- B. Customize a Stencil Master

III. Designing Styles and Templates
- A. Define a New Style
- B. Create a Template

IV. Designing a Floor Plan
- A. Create an Office Layout
- B. Work with Layers

V. Representing External Data in Visio
- A. Generate a PivotDiagram
- B. Create an Organization Chart from External Data
- C. Import Project Plan Data into Visio
- D. Link to a Database
- E. Import Excel Data

VI. Sharing Your Work
- A. Link a Visio Drawing to Other Applications
- B. Convert a Visio Drawing to a Web Page
- C. Print a Visio Drawing

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