Microsoft Visio 2010: Level 2

Course Summary

Description

In this course, students will create custom elements and a custom template, represent external data as a drawing, and share their work with others.

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 work.

Topics

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

Audience

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

Prerequisites

It is recommended that students take the following ProTech course: Microsoft Visio 2010: Level 1.

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 Drawings
- A. Link a Visio Drawing to Other Applications
- B. Convert a Visio Drawing to Other File Formats
- C. Print a Visio Drawing

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