



# Microsoft® Office Visio® Professional 2010 Level

## 2

**Course length:** 1.0 day(s)

### **Course Objectives**

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

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.**

### **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

#### **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