



# Microsoft® Visio 2010 Level 2

## Course Description:

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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** You will design and manage basic diagrams, workflows, and flowcharts.

## 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 drawings.

**Target Student:** This course is designed for persons who understand basic workflows and the concept of end-to-end flowcharting.

**Prerequisites:** The user should have completed Microsoft® Office Visio® Professional 2010: Level 1. A basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required

## Course Outline

### Create a Custom Shape

- Draw basic shapes
- Enhance basic shapes

### Design a Custom Stencil

- Create a custom stencil
- Create a stencil master

### Design Styles and Templates

- Define a new style
- Create a template

### Design a Floor Plan

- Create an office layout
- Work with layers

### Represent External Data in Visio

- Generate a PivotDiagram
- Create an organization chart from external data
- Import project plan data into Visio
- Link to a database
- Import Excel data
- Create a SharePoint Workflow

### Share Your Work

- Link a Visio drawing to other applications
- Convert a Visio drawing to a web page
- Print a Visio drawing